

**Lake Olympia Middle School**  
**Request to visit a classroom**

*Mustangs Will...*



**E**mpower

**A**chieve

**D**ream

Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

**For follow up purposes:**

Email address: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

- All visitations must be approved by the classroom teacher and campus administration in advance.
- In an effort to sustain a productive classroom environment, we ask that the delivery of instruction NOT be interrupted or disturbed during the visit.
- Only adults are allowed to visit a classroom, please do not bring children.
- If a conference with the teacher is requested, please email the teachers and/or counselor to schedule an appointment.
- Please refrain from interacting with students in the classroom setting.
- In an effort to ensure our campus is safe and secure, we ask that you only visit the approved classroom.

Thank you for supporting your child's academic achievements at LOMS. Our goal is to provide a safe and productive learning environment for all students, so we appreciate your support and cooperation with our visitation procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date Approved