



SOUTH EASTERN SPECIAL EDUCATION

Serving Clay, Crawford, Jasper, Lawrence, and Richland Counties

Kim Kessler, Director

REQUEST TO VISIT

This form must be completed by the classroom teacher for each person requesting to visit their SESE classroom. Please fax, mail or email this form to the classroom supervisor at least 24 hours prior to the requested visit.

PLEASE LIMIT VISITATION TIME TO 50 MINUTES, AS PER BOARD POLICY

Date _____

Name of student to be visited _____

Class _____ School _____

Name of person requesting visit _____

Relationship to student _____

Date requested for visitation _____

Time requested for visitation _____

Purpose of visitation _____

Visitation Approved by: _____

Supervisor Signature

P.O. BOX 185 ■ STE. MARIE, IL 62459 ■ 618-455-3396 ■ FAX 618-455-3134

South Eastern Special Education does not discriminate on the basis of race, color, religion, sex, age, handicap or national origin in the provision of educational services or in the participation in educational services as required by federal and state laws.