

Staff Member Making Request: \_\_\_\_\_ Request Date: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Proposed time/period: \_\_\_\_\_

Class: \_\_\_\_\_

Location (room) of Presentation: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Affiliation of Speaker: \_\_\_\_\_

Title or Subject of Presentation: \_\_\_\_\_

Instructional Goal/Objective of Presentation: (Reference essential learnings addressed) \_\_\_\_\_

Activity or Content:

Summary of Presentation/Content:


Activities students will engage in:


Visual Materials (film, video, models etc.)

Follow-up Activities:

Will this Presentation contain partisan or controversial information? If yes explain, stating how you will provide for opposing views:

How will you inform parents of this presentation?

 \_\_\_\_\_  
SIGNATURE OF STAFF MEMBER

Approval:  \_\_\_\_\_  
PRINCIPAL SIGNATURE

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

In the event the principal denies approval, a written explanation of the reasons for denial will be provided to the staff member making the request.