Permission to Attend Class
Guest Speaker/Demonstration/Presentation Purposes

For guest speaker/demonstration/presentation purposes, the person listed below has permission to be present in the classroom during the following class:

Class Title:

Colleague/CIN #:

Meeting Time:

Meeting Day:

Location:

Instructor:

I understand that I must respect the class rules and policies as well as maintain confidential any materials or information I receive or review during my demonstration/presentation.

Name:

Signature: _______________________________________

Date:

Approved by Program Director/Coordinator:

Signature: _______________________________________

This form must be kept with the attendance roster.