

DUE FIVE (5) DAYS AFTER SCHOOL VISIT

FORM 19

VISITING DAY REPORT

NAME _____ **SCHOOL** _____

PRINCIPAL'S SIGNATURE _____

Please complete this report and mail to the Office of Education not later than five days after your visit.

Where there is a request for a teacher or principal to visit another school or classroom, the following procedure will be followed:

1. Discuss plans for the visitation with the school principal or with the local school board chairman.
2. Make proper arrangements with your principal/school board chairman and with the principal/teacher to be visited.
3. Visitation is done at the teacher's own expense. It is expected that schools visited will be within a 30-mile proximity. Visitation beyond this distance must be approved by the Office of Education.
4. Should the teacher's absence from the classroom necessitate a substitute, the regular substitute teacher policy will apply.
5. Complete this form as outlined below.

School Visited _____ Date _____

Name of Teacher Visited _____

Time spent at school: Arrived at _____ a.m.; Left at _____ p.m.

What did you gain from this visit?

Use the reverse side of page for answer. Be specific. Do not give an evaluation of your observation, but do give professional benefits you gained as a result of your visit.

The visitation is done at the teacher/principal's expense. PCOE and school share equally in the costs of the substitute teacher.