



**Visitor & Volunteer  
Sign-in Sheet**  
School Site Location: \_\_\_\_\_

| Date | Name | Student's Name | Purpose of Visit | Room | Time In<br>/ Time Out | Signature |
|------|------|----------------|------------------|------|-----------------------|-----------|
| 1.   |      |                |                  |      |                       |           |
| 2.   |      |                |                  |      |                       |           |
| 3.   |      |                |                  |      |                       |           |
| 4.   |      |                |                  |      |                       |           |
| 5.   |      |                |                  |      |                       |           |
| 6.   |      |                |                  |      |                       |           |
| 7.   |      |                |                  |      |                       |           |
| 8.   |      |                |                  |      |                       |           |
| 9.   |      |                |                  |      |                       |           |
| 10.  |      |                |                  |      |                       |           |
| 11.  |      |                |                  |      |                       |           |
| 12.  |      |                |                  |      |                       |           |
| 13.  |      |                |                  |      |                       |           |
| 14.  |      |                |                  |      |                       |           |