



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
General School Administration	Visitors to the Schools	
Descriptor Code:	Issued Date:	Revised Date:
AP-C-210	June 1997	October 2003

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2 The principal or designee has the authority to determine the persons who may visit school (or campus) in
3 accordance with policy.
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5 All visitors are required to report to the school office upon entering the building and sign a designated log
6 book.
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8 All maintenance employees will check in at the office and sign the form “Contractor and Maintenance Sign-
9 in Sheet” (CM).
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11 All contractors will check in at the office and sign the form “Contractor and Maintenance Sign-in Sheet”
12 (CM).
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14 Copies of completed forms will be returned to Fifth Avenue to the attention of the Supervisor of
15 Maintenance and Skilled Crafts.
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17 Refer also to Policy J-170.
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