



Application for

Student Guest to Lunch Period

CCS lunch periods are closed to outside guests (other than parents). Occasional exceptions to this policy can be made through the following steps: CCS students who wish to host a guest during the lunch period must complete this form **no later than the morning before the day of the visit**. The host student's parent must also sign the form, indicating approval of the guest's visit. **The form must receive administrative approval *prior* to the day of the lunchroom visit**. Making sure these steps are followed before a guest "shows up" is both a courtesy and responsibility of the host student. Visitors are asked to follow CCS rules for conduct and dress code. Lunch guests must sign in and out at the office to receive a guest name tag. The above exception may be limited by the number of guests approved for a given lunch period and/or the number of times a non-CCS student visits or a CCS student has visitors.

Name of CCS student(s) hosting a guest: _____

Name of Visiting Student: _____ Grade: _____

Visiting Student's Parent's name and phone number: _____ # _____

Name of School Guest Currently Attends: _____

Have your parents been informed of this guest's visit? Yes No
Are your guest's parents aware of this visit? Yes No

Would you like to order a school hot lunch on the day of your guest's visit? : Yes No

CCS Student Signature: _____ Date and time of request: _____

Administrative Approval Signature: _____ Date: _____
(signed prior to day of visit)

Visitors are kindly requested to leave the building at the end of lunch period. If visiting as a prospective student and staying beyond lunch period, please have your guest complete the bottom of this form, describing his or her level of interest in attending CCS. (Jot down any questions to be answered during the administrative or classroom visit. Thank you.
