

**SPEAKER/SITE VISIT  
SCHOOL TO WORK OPPORTUNITY REPORT/REQUEST**

I am **requesting** assistance from the STW Office to provide a Speaker/Site Visit for my classroom.

I am **reporting** a Speaker/Site Visit in my classroom to the STW office for reporting purposes.

Date Submitted: \_\_\_\_\_ School: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ # of Students per class \_\_\_\_\_

Class Name: \_\_\_\_\_ Period(s): \_\_\_\_\_

**REQUESTING**

I am Requesting:     Guest Speaker     Site Visit

Type of business \_\_\_\_\_

For a guest speaker, topic and subject matter to be covered: \_\_\_\_\_

Class Time(s): \_\_\_\_\_ Dates Preferred: \_\_\_\_\_

**\*Response (to be completed by STW Coordinator):** \_\_\_\_\_

**REPORTING**

I am Reporting:     Guest Speaker     Site Visit

Business Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Topic: \_\_\_\_\_

Date(s) of Opportunity: \_\_\_\_\_

(For Reporting Complete Business Information is Necessary)

**Please attach class roster with ID numbers**

\_\_\_\_\_  
Principal

Approved

Disapproved