**Knox County Schools Outside Guest Speaker/Program Request**

All outside speakers must be approved by school administration. Please complete this form and submit to your principal for approval.

**Any speaker who wishes to speak on bullying, suicide prevention and any other social/emotional topic must be approved at the district level.**

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| School:  |
| Teacher/Department:  |
| Guest Speaker:  |
| Title of Presentation/Program:  |
| Organization:  |
| Date(s) of presentation/program:  |

**For each item below, provide thorough responses that reflect the necessity of including this guest speaker/program in the classroom or school.**

How will the guest speaker’s presentation/program be utilized in your school? (classroom setting, school-wide assembly, after school, etc.)

If the guest speaker/program is utilized in lieu of classroom instruction, how will the information be imbedded in instruction prior to and/or after the presentation?

How is the guest speaker’s presentation/program aligned to state standards and curriculum?

How does the guest speaker/program provide content that is not already available?

What is your communication strategy for informing parents of the guest speaker or program?

Please note the reputation/significance of the guest speaker or program:

Specifically, how might the content of the guest speaker’s presentation or program be controversial or objectionable?

What is the alternate assignment for this guest speaker/program and how will it accomplish the same goal(s)?

Briefly outline the assignment(s)/expectations for the alternate selection:

How will students and parents be informed of the alternate selection and how will the alternate selection be accessed?

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 Principal’s approval Date