



**WOODLAWN**  
**UNIT SCHOOL DISTRICT #209**

300 NORTH CENTRAL LANE  
WOODLAWN, ILLINOIS 62898  
PH: 618.735.2631 FAX: 618.735.2032  
WWW.WOODLAWNSCHOOLS.ORG

Complete the first two form fields and print. Then, during the business day visit, have the form signed by the appropriate person. Upon return to WHS, turn in to the office.

Request for Business Day  
"Visitation Verification Sheet"

Student's Name:

Date:

Visitation Contact Signature:		Phone Number:
Time In:	Time Out:	

Visitation Contact Signature:		Phone Number:
Time In:	Time Out:	

Visitation Contact Signature:		Phone Number:
Time In:	Time Out:	

Visitation Summary:

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_