

## VISITOR POLICY

### Planning to visit your alma mater and former teachers?

Visitors requesting to meet faculty must contact the Secondary Office: [secondary.office@ais.edu.vn](mailto:secondary.office@ais.edu.vn) to schedule an appointment 48 hours prior to arrival.

Upon arrival, all visitors must sign in with Security at the Front Gate where they will provide a valid ID and enter reason for the visit.

Once confirmed, Security will provide you with a campus visitor pass and escort you to the appropriate office.

Former AISVN students visiting during school hours may only interact with current students during lunch, so as not to disrupt the instructional day. After lunch, student visitors are expected to leave campus unless they have a scheduled appointment with a faculty member.

All visitors must abide by the code of conduct while on campus.

## COMPLETE AND SUBMIT TO SECONDARY OFFICE

Full Name:  Class of:

Today's Date:  Requested Visit Date:

Purpose of Visit:

Phone #:  Personal Email:

## APPOINTMENT WITH FACULTY

Please share the names of the teachers and the times of your confirmed appointment.

To make an appointment with teaching faculty please email them directly to schedule a date and time and await their confirmation and remember to cc the Secondary Office.

Teacher's Name:	<input type="text"/>	Room #:	<input type="text"/>	Time:	<input type="text"/>
Teacher's Name:	<input type="text"/>	Room #:	<input type="text"/>	Time:	<input type="text"/>
Teacher's Name:	<input type="text"/>	Room #:	<input type="text"/>	Time:	<input type="text"/>
Teacher's Name:	<input type="text"/>	Room #:	<input type="text"/>	Time:	<input type="text"/>

\*To obtain teacher's email addresses, you can contact [secondary.office@ais.edu.vn](mailto:secondary.office@ais.edu.vn)

## ADMINISTRATIVE USE ONLY

Approved by:  Date:

Approved Visitor:  Approved Time:  Approved Date:

Notes: