

# TEACHER VISITATION DAY

## *Northern New England Conference of Seventh-day Adventist*

Teachers are allowed one school day as a professional visitation day. Per Diem and mileage will be reimbursed (\$0.38 per mile). However, the following steps must be completed:

- 1. Make arrangements through your local school board chairperson**
- 2. Make arrangements with the school you wish to visit**
- 3. Contact the Superintendent of Education prior to your visitation day**  
(Detach and send form below)



(Detach and send to the Northern New England Conference Department of Education)

**Teacher** \_\_\_\_\_

**School Being Visited** \_\_\_\_\_

**Date of Visitation** \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair Signature

\_\_\_\_\_  
Date