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**Visiting Privileges**

**DATE:** August 31, 2021

**TO:** Mark Schenberger      Jess Verplank  
Kayla Thompson      Aspen Saren  
**Kids On Bikes**

**FROM:** LouAnn Dekleva  
D11 Engage

**RE:** Visiting Privileges in District 11 Schools

This letter serves as approval, on behalf of the Superintendent, for you to **contact** District 11 schools during the **2021-2022 school year**.

Guidelines for contacting District 11 schools and administrators are outlined below:

1. Please **call first** and make an appointment with the school administrator with whom you wish to discuss your proposal or request.
2. **The school administrator or the administrator's designee ALWAYS** has final authority to approve or deny any appointment or access to the school for any purpose.
3. This privilege does not extend to any vendor contact with District 11 students.

All visitors must comply with all conditions of Board Policy KI, Visitors to the Schools and Administrative Regulation KI-R. Please review these documents, which are available on the District 11 website at: [www.d11.org/boe/policies](http://www.d11.org/boe/policies)

If you need further information or clarification, please feel free to contact our office at 520-2203.

  
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Signed

*School District Eleven neither endorses nor represents,  
in any way, the products and/or services provided.*