



FACILITIES DEVELOPMENT and PLANNING BRANCH
2425 Webster Avenue, Long Beach, CA 90810
Phone: (562) 997-7550 – Fax (562) 595-8644

SCHOOL SITE VISIT REQUEST

Today's Date: _____

School Site: _____

Contact Person: _____ Phone No. _____

Date and Time Request for Visit: _____

Number of Person(s) Attending: _____ Duration: _____

Name: _____

Reason for Visit: Please check one

- Site Walk Start Construction Site Assessment
 Project Continuance Other _____

Custodial or Staff Assistance Required: Yes No

Key Request: Yes No

Reason: _____

Other: _____

For Office Use Only			
Forward to:		Date:	
Confirmed by:		Date:	