

# School Visitor Log Record Form

This **printable visitor log record form** is designed specifically for schools to efficiently track and monitor visitors on campus. It ensures safety by recording essential details such as visitor names, contact information, and visit purpose. Easy to print and use, it helps maintain a secure and organized environment for students and staff.

Date	Visitor Name	Time In	Time Out	Contact Number	Person/Department Visited	Purpose of Visit	Signature

**Note:** All visitors must check in at the main office and wear their visitor badge at all times while on school premises.