

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Los Angeles Center for Enriched Studies**

Request for a Guest Speaker

Date: _____

Name of the Guest Speaker: _____

Organization or Institution: _____

Topic of Presentation: _____

Relevance to Instruction: _____

Special Instructions: _____

Requesting Teacher: _____ Date: _____

Approving Administrator: _____ Date: _____

Please obtain an administrator's approval at least 48 hours prior to the invited date and submit signed copy to Mr. Michael Hammond, Assistant Principal, in the Attendance Office.



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