

Notice to the office

Alumni visiting the campus during NON-SCHOOL hours

The following alumni and guests are visiting the campus on _____ (DD/MM/Year) from _____ to _____ (time) for _____
_____ (purpose).

Name(s) of alumnus/alumni

1.	2.
3.	4.
5.	6.
7.	8.

Names of guest(s)

1.	2.
3.	4.

Please note that visitors can only visit the campus on the ground floor due to security reasons.
School hours refer to school days from 8 am to 5 pm.

Name and signature of the staff member acknowledging the visit:

_____ (Signature: _____)

Name and mobile number of the alumni representative visiting:

_____ (Tel: _____)