EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Visitors Register 访客登记表

Date 日期: ____ / ____ / 20__ **Session:** Sat AM / Sat PM / Sun AM **Office staff on duty:** _____

Visitors must sign in on arrival, wear a visitor lanyard, stay with ECLS staff unless approved, and sign out before leaving. Do not photograph students. 访客到达时须登记、佩戴访客证，除经批准外须由学校工作人员陪同，离开前须签退。请勿拍摄学生。

Time in	Full name 姓名	Organisation / relationship	Purpose of visit 事由	Visiting (staff/class)	WWCC no. (if required) & verified by	Lanyard no.	Signature	Time out

End-of-session check: all visitors signed out ☐ Checked by: _____

Completed pages are scanned and filed in Admin / Visitors Register / [year] and kept for seven years.