



School Visit Preparation Form

Visit Type - PYP/MYP/DP/CP

Dates - School Name - Country/IBIS code

School Name			
Address			
State/Province		City and Country	
School Phone number		Head of school email	

IB Coordinator Name	
Office phone / cell phone number	
Email address	
Emergency contact person name (if different from above)	
Emergency contact phone # (if different from above)	

Hotel Details

Complete Name	
Address	
Phone number	

Recommended ground transportation options (e.g. train, taxi, shuttle, school will provide transport, etc.)

Closest major airport to your school	
Transport between airport and hotel	
Transport between hotel and airport	

Visitor's Name			
Mobile number		Arrival Details	
Email address		Departur e Details	

Visitor's Name			
Mobile number		Arrival Details	
Email address		Departur e Details	

Visitor's Name			
Mobile number		Arrival Details	
Email address		Departur e Details	

**Please upload your preferred programme agenda and this form in IB Docs or in MySchool*