

# COLLEGE VISITATION REQUEST FORM

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. Many colleges and universities host open houses for this purpose. College open houses offer detailed information and college staff members are on hand to answer questions you may have. It is advisable that parents attend any college visit with their child. In order to have a college visit be counted as an excused absence, **this form requesting permission to make a college visit must be completed and submitted to the guidance office one week prior to the visit.** If the college visit form is turned in **within one week** of the visit, it will need approval by an administrator. Upon approval, another form will be given to the student. This second form must be completed and signed by an appropriate college representative. Failure to have the form completed will result in an **unexcused** absence. Juniors and Seniors are permitted three (3) one day college visits to be taken before May 1<sup>st</sup>. Any college visits after May 1<sup>st</sup> must be approved by an administrator.

Student Name \_\_\_\_\_ Date requested to visit College \_\_\_\_\_

College to be visited \_\_\_\_\_ Do you have an appointment?: Y N

With whom did you make the appointment?

Name \_\_\_\_\_ Contact number \_\_\_\_\_

Title \_\_\_\_\_

Who will be attending the college visit with you?

\_\_\_\_\_

## REQUIRED TEACHER SIGNATURES:

<u>Period</u>	<u>Subject</u>	<u>Teacher Signature</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
6	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

If approved, I understand my child will be absent from school on the requested day and is doing so with my permission.

\_\_\_\_\_ Parent/Guardian Signature