

College Visit Request Form

- **At least TWO school days before your visit:** Complete this form and have parent signatures.
- Must have your Principal & College Facilitator/Counselor approve the college visit 2 days in advance. (NO EXCEPTIONS).
- Once your form has been completed and approved you will turn this form into the attendance office.
- You **MUST** bring back an official letter from the college you were attending (on college letterhead) as proof of visit. This documentation **MUST** be turned into the attendance office no later than 2 school days after your college visit. **ONLY** with this documentation will your college visit day be exempted.

Please print:
Last Name: _____ **First Name:** _____ **Student ID #** _____

College/University you are visiting: _____

Date of college visit: From: _____ **To:** _____

Reason for more than one day: _____

Student Signature: _____ **Parent Signature:** _____

THIS SECTION TO BE SIGNED BY EACH OF YOUR TEACHERS

Period	Subject	Teacher's Name	Teacher's Signature	Pass/Fail

College Facilitator/Counselor Decision: Approved Denied **Signature:** _____

Principal's Decision: Approved Denied **Signature:** _____

COLLEGE VISIT POLICIES

Students classified in the 11th and 12th grade are eligible for up to (4) days in a school year related to a college or university visit. Students must secure prior campus principal approval per the College Visit Request Form and upon verification of the College Visit Pre-Approval Form verification by the visiting college or university, the accrued absences will not count toward the exemption requirement.

Students **MUST** be passing all classes in order to use a College Visit Day.

Unused days do **NOT** roll over from Junior to Senior year.

Any College Visits over the approved (4) days per year will be counted as an absence that will count against exemptions.

OBTAINING A COLLEGE VISIT REQUEST FORM

1. Pick up College Visit Form (2 days in advance). No Exceptions!
2. Obtain all required signatures from College Facilitator/Counselor, Teachers, Principal and Parents.
3. Once your form has been completed and approved you will turn this form into the attendance office.
4. After your college visit, You **MUST** bring back an official letter from the college you were attending (on college letterhead) as proof of visit. This documentation **MUST** be turned into the attendance office no later than 2 school days after your college visit. **ONLY** with this documentation will your college visit day be exempted.
5. Only when the form is turned in will your absence be excused. **NO EXCEPTIONS! These documents **MUST** be turned in no later than 2 school days after your college visit!**

HAVE A GREAT VISIT!