

## 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  Disapproved Signature: \_\_\_\_\_

Principal's Decision:  Approved  Disapproved Signature: \_\_\_\_\_

## COLLEGE VISIT POLICIES

Students classified in the 11<sup>th</sup> and 12<sup>th</sup> grade are eligible for up to (2) 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 (2) 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!