

College Visitation Form

The following procedure is to be followed by all students when visiting institutions of higher learning. Failure to do so will result in an "Unexcused Absence" for any days/classes missed.

1. Contact the Admissions Office of the institution you wish to visit in order to arrange a formal visit and complete the bottom of this form when doing so.
2. Complete and submit the Planned Absence Form on the other side of this form, along with the information below, to the Guidance office *at least one week prior* to your visit.
3. Obtain and submit a notice of attendance from the institution you are visiting immediately upon your return to school.

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Student Name: _____ Grade: ____ Visit # ____
(PRINT NAME)

Institution you are visiting: _____

Institution Location: _____
(ADDRESS) (CITY) (STATE)

Date of Visit: / / Time of Visit: __: __ am/pm

I will need to be absent from school: (circle one) All Day AM PM Other: _____

Name of person with whom you have set up visit: _____

The above person's position is: _____

After completion of information above and on the reverse of this page, turn form in to Guidance Office for approval.

Guidance Counselor Approval: _____ Date: / /

NOTE: Upon the completion of your official visit, students must obtain a note of attendance from the Admissions Official in order for a school absence to be excused. This note must be submitted to the High School office immediately upon return to school.