

**A COLLEGE VISITATION FORM**

*Completed form must be turned in one week **PRIOR** to visit date.*

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

College to be Visited: \_\_\_\_\_

Date of College Visitation: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

**Juniors** are permitted **three (3)** college visits within their Junior year that must be completed before the start of **senior exams**. **Seniors** are permitted **five (5)** college visits that must be completed **before May 1<sup>st</sup>**. Students may not schedule college visits on exam days. For a college visit to be approved, the student must obtain and **complete** a “College Visit” form **one week in advance**. Absences due to college visits **not officially approved** by the school will count as class absences and will count towards absence totals. **YOU MUST BRING DOCUMENTATION OF YOUR VISIT FROM COLLEGE ADMISSIONS OR ATHLETIC OFFICE!**

Each teacher is required to sign this form giving permission. The student and parents understand that the student is responsible to make up the work missed in his/her classes on the day of the visitation.

In addition, this form must **first** be signed by the student’s **parents**, Guidance Counselor second, and an Administrator.

Class Period	Class	Teacher Approval

Approval of Guidance Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Parent(s): \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

*Completed form must be turned in to the Office  
Of Student Services one week **PRIOR** to visit date.*