

COLLEGE VISIT DAY POLICY

1. Two days will be allowed for college visits for seniors (one day for juniors) and these will not count as absences **PROVIDED** these guidelines are followed.
2. You must secure this form from the guidance office, fill it in completely, and return it to Mrs. Ridge prior to your visitation.
3. You need to have the college sign the confirmation section of this form. It will serve as your absence excuse.
4. If you are planning an out-of-state visit and need more than one day, you will need to have your parents contact the school and make arrangements.
5. We do check with the colleges to make sure that an appointment is scheduled and that you did show up for the appointment. Abuse of this policy will result in your day of absence being considered truancy and future college visits prohibited.
6. If you have questions, **ASK BEFORE YOU ACT.**

CONFIRMATION OF COLLEGE VISIT (College Rep Must Sign)

I, _____, met with the admissions counselor at
_____ on _____
College or University Date

The following people confirmed this visit:

Parent Signature _____

College Representative's Signature _____

REQUEST FOR EXCUSED ABSENCE FOR COLLEGE VISIT (Teachers Must Sign)

Student Name _____ Date of Visit _____

Destination _____ Contact Person _____

Phone Number of contact person _____ Date of Contact _____

Teachers: Please sign below if student has your permission to be granted a college visit day.
The student's present work in your class should be up-to-date, and the work missed while absent will be made up within an agreed-upon time.

Course Title	Teacher Signature	Course Title	Teacher Signature
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Parents: Please sign this form to give permission for your student to visit this college or university
Must sign on the date listed.

Date _____

