

## College Visitation Form

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. Since choosing a college is such an important decision, it is advisable that parents attend all college visits with their child. We also do not recommend a spontaneous visit. Visits should be scheduled ahead of time with an official from the college. We understand that sometimes these visits must happen during the week. We can excuse (count students as present) for a maximum of two times per year each for their junior and senior years only.

For a student to be counted as present, this form must be completed by the student and parent, and an appropriate college representative will need to sign on the day of the visit. Any absence after the second absence per year will count as a parent excuse and the student will be counted as absent.

### To be completed by student/parent:

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

College Visited: \_\_\_\_\_

Address of College: \_\_\_\_\_

*I understand that, while my attendance will not be affected by this absence, I will need to make up any work missed in class on the day of the visit.*

Student Signature: \_\_\_\_\_

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*I understand that my child will attend this campus visit on the specified day and is doing so with my permission.*

Parent Signature: \_\_\_\_\_

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### To be completed by the college official:

Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE ATTENDANCE OFFICE THE DAY THE STUDENT RETURNS TO SCHOOL.**