



College Visitation Request

- Procedure:
1. Have Section A filled out by parent
 2. Have Section B filled out by the Principal
 3. Secure the signature of teacher
 4. Return completed form to the Principal before the day(s) of absence
-

SECTION A- Filled out by parent

Name of Student _____ Grade _____ Date of Request _____

Date(s) to be absent _____ Number of Days _____

College (s) to be visited: _____

Parent's Signature _____ Date _____

Please read the following stipulations regarding the College Visitation Request:

A College Visitation Request form may be obtained from the Principal by a Junior or Senior who is going on a college visit. The student must obtain the form at least two days **prior** to the absence. If the Request is approved, the student will be allowed to make up his work. If the Request is denied, the unexcused absence will have no makeup privileges.

An approved College Visitation Request will inform the teacher of the student's forthcoming absence. However, the teacher will NOT be responsible for reviewing lectures, class discussions, or giving extra tutoring. It is the student's responsibility to see the teacher about all make up work. All make up work is due on the day the student returns to class. Tests missed will be made up on the first day back to school or a teacher's discretion. All other tests will be given on schedule or a teacher's discretion.

SECTION B- Filled out by the Principal

Signature of the Principal: _____

Approved _____ Unapproved _____ Date _____

SECTION C- Teachers' Signatures

Period 1: _____ Period 5: _____

Period 2: _____ Period 6: _____

Period 3: _____ Period 7: _____

Period 4: _____