College Visitation Approval Form

Date: ____________________________________________

Student Name: ________________________________________________________________________

Name of college you plan to visit: _________________________________________________________

Date of your visit: ____________

I, the Parent/Guardian of_______________________________________________________________, have seen the above completed plans for my child to take a college visitation day. My signature indicates my approval of the planned college visit. I understand this absence will be excused provided my child follows the procedures set forth by the school.

Signed: ____________________________________________________________________________  Date: ____________

School Counselor’s signature: ____________________________________________________________________________  Date: ____________

Teacher Signatures (students must be in good academic standing for teacher approval):

Period 1: ____________________________

Period 2: ____________________________

Period 3: ____________________________

Period 4: ____________________________

Period 5: ____________________________

Period 6: ____________________________

This form must be completed and turned in to Miss Hammond at least 72 hours prior to planned college visit. **Note: College Visits are counted as an excused absence if all paperwork is turned in both before and after the school visit. Students are allowed up to 3 visits each year.**

Updated 6/21/2017
College Visitation Confirmation Form

This form is to be completed and returned to Miss Hammond before 8:30 am the day a student returns from a college visit. If it is not signed and returned the student will be marked for an unexcused absence for the day they are not in attendance.

Student Name: _________________________________

Institution Visited: _________________________________

Date and Time of Visit: _________________________________

Confirmed By: _________________________________

Signature: _________________________________

Title: _________________________________ Phone: _________________________________

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