



## College Visitation Request Form

(for juniors and seniors only- maximum of **three (3)** per year)

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. You are welcome to make arrangements on your own or the College Counselor will be happy to assist.

In order to have a college visit be counted as an **excused absence** (*approved college visit absences will not count against exam exemptions*), this form requesting permission to make a college visit must be completed and submitted to the College Counselor **prior** to the visit. If approved, the form will be returned to the student and must be completed by an appropriate college representative. Failure to have the form preapproved before the visit and/or completed by a representative and returned to the College Counselor within five days following the visit could result in an **unexcused absence**.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) Requested to Visit College \_\_\_\_\_

College to Be Visited \_\_\_\_\_

Address and State of College \_\_\_\_\_

With whom did you make the appointment? \_\_\_\_\_  
Name

\_\_\_\_\_ Title Phone Number

**If appointment was made online, please print and attach the tour registration confirmation.**

Who will be attending the college visit with you? \_\_\_\_\_

**If approved, I understand my child will be absent from school on the requested day and is doing so with my permission.**

Parent's Name (please print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

College Counselor's Approval \_\_\_\_\_

College Official's Name/Title \_\_\_\_\_  
Signature of College Official

\_\_\_\_\_ Date(s) of Visit Phone Number

**An official letter of attendance provided by the college from the day of the visit may be submitted in lieu of the college official's signature.**