

# COLLEGE VISITATION PROCEDURE

\*SENIORS & JUNIORS – College visitation days will be authorized only through the guidance office this year. One week prior to the visit date you will need to register with the guidance office via a College Visitation Request stating the college and date of the visit. The parent must sign the request form. The student will then contact teachers to get assignment information. Once the form has been returned to the guidance office you will receive visitation approval when signed by the counselor and the principal authorizing the college visit. The visitation form must be signed by the authorized college visitation representative and then returned to the guidance office when the student returns to school. Unauthorized college visits or failure to follow this procedure will result in an unexcused absence from school.

*\*Seniors will be allowed two college visits and Juniors will be allowed one visit.*

## COLLEGE VISITATION REQUEST

Student Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
College Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_  
Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_  
Travel Arrangements: \_\_\_\_\_

## COLLEGE VISITATION APPROVAL

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
College Visitation Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Period	Assignment(s)	Teacher's Signature
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____