

West-Oak High School

College Visitation Request Form

- Seniors may take up to 2 days of their senior year to visit colleges for which they may apply and subsequently attend.
- Juniors have the opportunity to visit a college second semester.
- Students understand that they are expected to make up any work missed in class due to the absences. Students having a less than desirable attendance record may not be allowed the opportunity for college visits.
- Students may print this form or pick up a copy from the Guidance Department.

THIS FORM MUST BE RETURNED TO THE ATTENDANCE CLERK IN THE MAIN OFFICE AT LEAST ONE DAY PRIOR TO THE COLLEGE VISIT OR ELSE THE ABSENCE WILL BE UNEXCUSED.

Procedures:		
Prior to Visit: • Make arrangements with the college. • Fill in the teacher's name in all the classes you will miss. • Get teachers to approve by initialing this form. • Get appropriate parent/guardian signature. • Turn this form into the attendance clerk.		
During Visit: • Get verification of the visit form the college.		
After Visit: • Turn verification of visit into the attendance clerk.		
STUDENT NAME:	GRADE:	DATE OF REQUEST:
NAME OF COLLEGE:		DATE OF VISIT:
CLASSES AND TEACHER APPROVALS:		
1 st		
2 nd		
3 rd		
4 th		

We understand that this is NOT a school personnel supervised trip. Transportation to and from the college will be our responsibility and we accept all liabilities related therein. We hereby relieve West-Oak High School and the School District of Oconee County of any and all responsibility with regard to our child on this trip.

Signature of Legal Guardian:	Relationship to Student:	Date:

I understand that this trip will be coded as a school activity after I bring a letter from the college stating that I did make the visit. I will submit this letter to the West-Oak High School Attendance Office. I hereby relive West-Oak High School and the School District of Oconee County of any and all responsibility with regard to me on the trip.

Signature of Student:	Date:
-----------------------	-------