

College/Program/Training/Certification Visit Sign Out Form: 2025-2026

Name of Student: _____ Grade: _____

This form **must be filled out**, have ALL signatures, and turned in to the Main Office at least **2 days before the scheduled visit**

Important Parent and Student Information:

1. **College visits, Visits to Specialized Programs, Appts for Union Exams or Certification Exams are approved for Juniors and Seniors only.**
2. This form must be **completed, turned in, and approved 2 days before** the visit for the day to be excused.
3. Try to attend college **Open House/Tours on weekends** and vacations.
4. Excused absences for college visits are intended for circumstances when students/parents need to visit a college but cannot make a weekend visit.
5. Excused college visits are **limited to two a year**. Exceptions to this will be approved by Guidance Counselors and the Guidance Director.
6. **Travel days are not included in college visits** as excused absences, so please plan accordingly (and around vacation time and weekends).
7. An **"official visit" (meaning excused absence)** should include a **tour** or a visit to the college admissions office, an appt for a certification test, an Accepted Students Day, etc.. Simply driving by or through the campus does not qualify as an excused absence or college visit.
8. **Parents are to sign this form first**, then Guidance Counselors. Forms are to be **submitted to the Main Office 2 days** in advance for the absence to be excused.
9. Students should notify teachers in advance of a visit to find out about missed work during the visit.

Date of Visit: _____

_____ I have notified my teachers that I will be on a college visit on the date/s noted.

Name(s) of College(s), Program, or Certification/License Test to be visited:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____