



COLLEGE VISITATION REQUEST FORM

Juniors and **Seniors** are eligible to take 2 “college days” per year to visit perspective Institutions.

The last day to take a college day is April 25th, 2025.

Directions:

Parts I and II must be completed prior to visit.

1. The student and parent must complete all of Part I.
2. Visit Mrs. Vernon for her to complete Part II.
3. With Parts I and II completed, take this form to the institution and request a signature AND seal or official stamp to complete Part III (see on back). *Note: If seal is not available, documentation on letterhead must accompany the college form.*
4. Once you return to school, take this form to the school secretary, Mrs. Lucas, for your absence to be excused. The form must be submitted **within 3 days upon return to school.**

Part I

Student name _____ Date _____

College or institution _____

Date of proposed visit _____

Student signature _____

Parent signature _____

=====

Part II

Counselor signature _____

It is the student's responsibility to monitor the number of college days available. Taking more than 2 college days per year will count against exemptions and excessive absences.

Part III

College representative signature _____

Date _____

(College Seal or Official Stamp Here)

Note: If seal or official stamp is not available, documentation on letterhead must accompany college form.