



ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL

SCHOOL VISITATION FORM

For Students Applying to College, Technical, or Vocational Schools

If you wish to visit a school to which you may apply for admission, you must comply with the following procedures in order to conduct your visit in an "on school business" status:

1. Obtain a School Visitation Form from the Guidance Office. The form (attached below) must be completed and signed by a parent/guardian, as well as be signed/stamped by an official from the college/university/institution on the day of your visit.
2. You must notify your teachers on the day before your college or school visit that you will be absent from class and away on school business.
3. If you are a student driving a car or will be a passenger in a car driven by a student, and departing from school property, each student must bring a note from a parent/guardian giving such permission.
4. You must return the School Visitation Form, signed by the College Admissions Counselor, stating you were present – the date and time must be noted. This form must be submitted to the Associate Principal to excuse your absence from school.

If you do not follow this procedure, you will be marked absent from school for the day of your visit. All absence notes and/or documentation are due to the school administration no later than 2 days upon the student's return to school.



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Student Attending Visit: _____

Name of College/School: _____

Visiting College/School Address: _____

Date of College/School Visit: _____

The student and parent/guardian understand the student is responsible for determining what work has been missed, obtaining that work and making up that work.

Parent/Guardian who is authorizing release from classes for the school visit:

Parent/Guardian Signature

Date

For Admissions Office:

Admissions Counselor Signature or Stamp: _____

Institution Name: _____

Date/Time: _____