



College Visitation Approval Form

Date: _____

Student Name: _____

Name of college you plan to visit: _____

Date of your visit: _____

I, the Parent/Guardian of _____, have seen the above completed plans for my child to take a college visitation day. My signature indicates my approval of the planned college visit. I understand this absence will be excused provided my child follows the procedures set forth by the school.

Signed: _____

Date: _____

School Counselor's signature: _____

Date: _____

Teacher Signatures (students must be in good academic standing for teacher approval):

Period 1: _____

Period 2: _____

Period 3: _____

Period 4: _____

Period 5: _____

Period 6: _____

This form must be completed and turned in to Miss Hammond at least 72 hours prior to planned college visit. **Note: College Visits are counted as an excused absence if all paperwork is turned in both before and after the school visit. Students are allowed up to 3 visits each year.



College Visitation Confirmation Form

This form is to be completed and returned to Miss Hammond before 8:30 am the day a student returns from a college visit. If it is not signed and returned the student will be marked for an unexcused absence for the day they are not in attendance.

Student Name: _____

Institution Visited: _____

Date and Time of Visit: _____

Confirmed By: _____

Must be confirmed by a School Admissions Representative

Signature: _____

Title: _____ Phone: _____