**College Visitation Form**

**Must be completed and submitted to High School office PRIOR to college visit.**

**If not received prior to visit, student will be charged one parental excuse for absence.**

**Part I (to be completed by Student and Family prior to visit & then returned to Guidance Office)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visitation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation (please check one)

\_\_\_\_\_\_\_ My child will be driving with parent/guardian.

\_\_\_\_\_\_\_ My child may drive him/herself in our vehicle.

\_\_\_\_\_\_\_ My child may ride with another student. (Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return form to Guidance Office for further review and signatures.

**Part II (to be completed by Guidance Office and High School Office prior to visit – form will be returned to student prior to visit)**

School Counselor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part III (to be completed by Institution Visited)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF COLLEGE ADMISSIONS OFFICE

**Form must be returned to High School Office after completion of visit.**

STUDENT VISITATION TO HIGHER EDUCATIONAL INSTITUTIONS

* There are occasions that these visitations are in the best interest of the student concerned. As a parent, you must approve of this absence from regular academic work.
* The Guidance Office will check the validity of the students/parents request and indicate their approval by signing this form and returning it to the High School Office for further reference.
* This request form is in conformity with the Title IX Guidelines concerning sex discrimination.