

IMPORTANT: Submit this form to the Student Services Office when you return to school.

PERMISSION FOR EXCUSED ABSENCE FROM SCHOOL
FOR A COLLEGE/UNIVERSITY CAMPUS VISIT

Purpose: The purpose of the college visit is that it be a learning experience for the student in his/her planning toward continued and higher education. This form is to be completed by the student who is carrying out a **structured visit** to a college or university campus for an excused absence. **Structured visit** means:

1. The student has called ahead to schedule the visit through the appropriate authority (Admissions Office, Athletic Office, etc.);
2. The college offered a tour of the campus facilities or orientation; and
3. The student met with an admissions officer and/or designated faculty member.

Procedure: Please complete the information below and return this form to your counselor in the Student Services Office.

Student Name (please print): _____

Student ID #: _____

Date(s) of College Visit _____

Signature of Student: _____

Signature of Parent: _____

VERIFICATION

College/University Official: Please verify with your signature that this student has participated in a campus visit program at your institution.

Signature

Date

Print Name or Attach Business Card

Office Phone Number