A permission form must be obtained prior to the college visit and must be signed by both the student and parent/guardian. In order to qualify for an excused absence, all the information below must be completed and returned to the Guidance Office within three school days of the visit. Students must show evidence of visit to validate absence by submitting one of the following:

1. Completion of the bottom of this form by a college / university official.

2. Letter from college / university confirming campus visit.

3. Other official confirmation of visit by college / university admissions office.

Student Name: ________________________________

Student Signature: ________________________________

Parent Signature: ________________________________

Director of Student Services: ________________________________

College and Date of Visit: ________________________________

College / University: ________________________________

Date of Visit: ________________________________

Signature of School Official: ________________________________

Printed name of School Official: ________________________________

Telephone: ________________________________