

**NORTH UNION HIGH SCHOOL
COLLEGE VISIT REQUEST FORM**

The purpose of a college visit is to get information concerning a college a student may want to attend. Since choosing a college is such an important decision, it is advisable that parents attend all college visits with their child. Many colleges and universities host open houses on a Saturday for this purpose. The college open house format offers detailed information about the school, and there are usually additional staff and students on hand to answer questions. If the college you are considering does not offer this option, then a weekday visit may be necessary. Spontaneous visits to colleges are not recommended. If a visitation has not been scheduled, the college representative may not have time to meet with you.

In order to have a college visit be counted as an excused absence, this form requesting permission to make a college visit must be completed and submitted 3 days prior to the visit. No exceptions to the three day rule. If the form is turned in after the three day period, it will count as a regular absence from school. The guidance counselor will review the form to determine whether it will be approved. If approved, the form will be returned to the student and must be completed by the appropriate college representative upon visitation of such college. Failure to have the form completed and/or returned to the high school office, will result in an unexcused absence. This form should be returned to the high school office with the representative's signature and proof of your attendance.

Seniors are permitted 3 college visits per year. This may be increased with a Principals pre-approval.

Juniors may take 2 college visits per year. All students are responsible for any school work missed on the day of a college visit.

Student's Name: _____ Date: _____

Date(s) requested to visit College: _____

College to be visited: _____

Address (include city, state & zip): _____

With whom did you make the appointment? Name: _____ Title: _____

Phone #: _____ Email: _____

Who will be attending the college visit with you? _____

If approved, I understand that my child will be absent from school on the day requested and is doing so with my permission.

Parent's Signature: _____ Date: _____

High School Administrator's Approval: _____ Date: _____

College Official's Signature: _____ Title: _____

Date of visit: _____ Officials Phone #: _____ Email: _____

The completed form must be returned to the high school office within 2 days of the absence(s) from school.