

**OLENTANGY BERLIN HIGH SCHOOL
COLLEGE VISIT REQUEST FORM**

(For Juniors and Seniors only – maximum of three (3) days per year)

The purpose of a college visit is to get detailed 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 time 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 prior to the visit. An administrator 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. Failure to have the form completed and/or returned prior to the visit will result in an unexcused absence.

Student's name: _____ Date: _____

Date(s) Requested to Visit College: _____

College to Be Visited: _____

Address (City and State): _____

With whom did you make the appointment? Name: _____

Title: _____ Phone Number: _____

Who will be attending the college visit with you?: _____

If approved, I understand my child *WILL BE ABSENT* from school on the requested day and is doing so with my permission.

Parent's Signature: _____ Date: _____

H.S. Administrator's Approval: _____ Date: _____

College Official's Name/Title: _____

(Signature of College Official)

Date(s) of Visit: _____ Phone Number: _____

THIS FORM MUST BE RETURNED TO THE ATTENDANCE OFFICE WITHIN FIVE (5) DAYS OF THE ABSENCE(S) TO BE COUNTED AS AN EXCUSED ABSENCE