



DUNCANVILLE HIGH SCHOOL

College Visitation Request Form

Students are allowed four college days: two to use in their Junior year and two to use in their Senior year. Students must obtain a College Visitation Request Form from the attendance office prior to the visit. The student, parent and institution must complete this form and submit along with any other official verification documentation to the attendance office no later than 2 school days after college visit in order to have the excused college day approved.

The final college day visit for the fall semester is

The final college day visit for the spring semester is

PART 1: To be completed by student and parent

Date:	Student ID:	Student Grade:
Student Name:		
College:		Date of Visit:
Student Signature:		Parent Signature:

PART 2: To be completed by college

My signature below verifies that the above-named student visited our campus as follows:

Visit consisted of: <input type="checkbox"/> Tour of campus <input type="checkbox"/> Tour of department <input type="checkbox"/> Official visit (athletics)	<input type="checkbox"/> Assessment <input type="checkbox"/> Financial Planning <input type="checkbox"/> Admissions Office	<input type="checkbox"/> Military Facility <input type="checkbox"/> Military Enlistment Office <input type="checkbox"/> Other: _____
Name of College:		
Printed Name of College Representative:		Title:
Signature of College Representative:		Date of Visit:

PART 3: To be completed by campus Attendance Office

Date Received:	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Attendance Personnel Signature:	