



## LAKE HIGH SCHOOL COLLEGE VISIT REQUEST FORM



Student Name:		Grade:	
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Date(s) of college visit:	
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Name of college visiting:	
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Print name of parent(s) accompanying student:		Parent phone number:	
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The following procedure should be followed:

1. Provide written or verbal notification of the college visit to the Attendance Office in advance of departure.
  2. Secure assignments and signatures from all teachers.
  3. Return completed form to the Attendance Office for Associate Principal's approval prior to departure.
- ✓ Students should attempt to complete assignments prior to departure. The initiative for securing assignments from the teachers rests with the student and parent/guardian. It is the responsibility of the student to complete the assignments prior to the return to school.
  - ✓ College Visitation absences count as excused absences and will count toward accumulated excused absence totals per HB410.

Teacher Signatures:

Periods 1	Period 2	Period 3	Period 4AB
Period 5AB	Period 6	Period 7	Period 8

Parent Signature:	Associate Principal's Signature
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PLEASE DETACH & HAVE COMPLETED BY COLLEGE  
(Please return to the attendance office)

Name of Student:	
Name of College:	
Print Name of College Official:	
Signature/Stamp/Seal of College Official:	Date: