



Bluffton High School

106 West College Avenue, Bluffton, Ohio 45817

(419) 358-7941 FAX (419) 358-6586

High School Principal
Mr. Michael J. Minnig

High School Guidance Counselor
Dr. Elizabeth R. Smith

COLLEGE VISITATION RECORD

Bluffton High School permits junior and senior students to apply for, and to use, two days of excused absences to visit college and universities. (Refer to student handbook)

At least two days prior to the college visit:

1. Have this form signed by your parent.
2. Have this form signed by the school counselor *AFTER* your parent signs it.
3. **Make a copy of the signed form prior to the visitation and give it to Mrs. Oberly (this will be used as your absence slip).**
4. Take the original signed form with you on your visit and have it signed and stamped by a representative of the college or university.
5. Return the form to the high school office the day after your college or university visit for proof of your attendance.

Students are expect to confer with their teachers prior to the visitation in order to arrange for make-up work.

To be completed prior to your visit:

_____ (Student's Name—Please Print)	(_____) is requesting permission to visit	_____ (Grade)
_____ (College or University-Please print)	on _____	_____ (Date of Visitation)
As the parent/guardian of this student, I grant permission for this visitation.		
_____ (Today's Date)	_____ (Parent/Guardian Signature)	
Approval from the School Counselor:		
	_____ (School Counselor's Signature)	

To be completed by the college/university during visitation:

Verification of college/university visit:	
_____ (Signature and Stamp of College Representative)	_____ (Date of Visitation)