

Henry Clay High School - Request for College Visit



Seniors may schedule a total of five school days for college visits. Juniors may schedule a total of three days. Submit this form to your counselor 3 days prior to the college visit. Students should also inform their teachers of the expected absence(s) and obtain make-up work. Students are responsible for all make-up work on the days they miss school for their college visits.

Colleges will provide you with a confirmation of your visit to excuse you from school. You MUST bring your college visit confirmation to the attendance office upon your return to school in order for absences to be excused.

Student Full Name: _____ Date of Application: _____

Age: _____ Grade Level: _____ Home Phone: _____

Parent/Guardian Name: _____ Cell: _____

of Days Requested for College Visits _____ # of Total Absences to Date _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____

Date(s) of Intended Absence(s): _____

Please list the college name, the college representative who scheduled the visit, and their telephone number. Also, please describe your schedule of activities during this visit.

Name of College: _____

College Representative: _____ Telephone: _____

Schedule of Activities: _____

Signature of Student

Signature of Parent/Guardian

Date

I recommend this college visit be an excused absence for the above student once they submit their conformation from the college.

Signature of Counselor

Date