



Manhasset Public Schools

High School Counseling Department

Kerry Fallon, Director of School Counseling Services

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Dear Parents,

The district recognizes that part of the postsecondary selection process involves visits to college campuses. Traditionally, such visits occur during school vacations or weekends. We acknowledge that it may become necessary for the visit to take place during school hours. For this to be considered an excused absence, under the category “approved college visit,” the information below must be completed by an Admissions Office representative. A separate form needs to be completed for each visit to an institution.

Please return this completed form to the **Attendance Office** upon your child’s return to school.

COLLEGE VISITATION FORM

Student Information (To be completed by Student/Parent/Guardian)

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Verification of Student Attendance (To be completed by College/University Admissions Rep)

College/University Name: _____

Admissions Representative: _____

Title: _____

Phone: _____

Date(s) of Visit: _____