

REQUEST FOR COLLEGE VISIT DAY

Date you plan to be gone: _____

Student Name: _____ Grade: _____

College/University/Institution you plan to visit: _____

College days will be considered an excused absence as long as you complete the following steps:

- 1) Complete the College Visit request form and return to the HS Office no later than 3:00 pm the day before you plan to visit.
 - 2) Obtain a signature from a college representative the day of your visit. Return the college visit verification form with required signature to the office the day you return back to school.
- Note: MTZ staff may contact the college representative to verify your attendance.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Detach and take this portion with you to the college visit.

COLLEGE VISIT VERIFICATION FORM

Today's Date: _____

_____ attended our institution for a college visit.

Student Name

Signature of College Representative: _____

Phone Number: _____

Email: _____

To verify your excused absence, return this form to the high school office.