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 students to apply for and use two (2) days of excused absences and senior students to apply for and use one (1) day of excused absence to visit colleges and universities (refer to student handbook for details).

At least two days prior to the college or university 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 <u>prior to the visitation</u> and give it to the HS office (this will be used as your absence slip).**
4. Take the original signed form with you on your visit and have it signed by a college or university representative.
5. Return the form to the high school office the day after your college or university visit for proof of attendance.

*Students are expected to confer with their teachers **<u>prior to the visitation</u** to arrange for make-up work.*

To be completed prior to your visit:

_____ (_____) is requesting permission to visit
Student's Name – Please Print Grade

_____ on _____.
College or University – Please Print Date of Visitation

Time of Visit (select one): All Day **<u>OR</u>** Student will leave / arrive to school at _____.
(circle one) Time

As the parent/guardian of this student, I grant permission for this visitation.

_____ _____
Today's Date Parent/Guardian's 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 of College/University Representative Date of Visitation