

CHELSEA HIGH SCHOOL

College Visit Form

(this form may also be used for military visits and auditions)

To the teachers of _____
(student name)

Please be advised that arrangements have been made with the
above-named student to visit _____
(college/military)

on _____. This is considered a school-related absence.
(date)

Counselor's Signature

Juniors and Seniors are allowed three (3) school-related college visits per school year.

INSTRUCTIONS:

FILL OUT TOP PORTION **BEFORE** YOU ASK TEACHERS FOR SIGNATURE PLEASE

1. Turn in this sheet to Mrs. Kay (Counseling Secretary) after it is signed by all of your teachers. She will obtain a Counselor signature and submit to Attendance.

1st Hour _____

2nd Hour _____

3rd Hour _____

4th Hour _____

5th Hour _____

2. Parent/guardian must still call the Attendance Office for you to be excused.
3. Admissions/Military Officer must complete and mail/email/fax the attached form. This form will not be accepted if it is hand-carried back with you.
4. Once the above criteria have been met, the absence will be changed to a school-related absence and not count towards your absence total.
5. It is the student's responsibility to check with Attendance to confirm that all paperwork has been submitted.

Chelsea High School College Visit Verification Form

Please mail, email or fax this form to:

Mrs. Kay
Chelsea High School
740 North Freer Road
Chelsea, Michigan 48118

akay@chelseaschools.org
734-433-2295 (FAX)

**DO NOT GIVE TO STUDENT TO
BRING BACK**

Chelsea High School students are allowed three school-related Absences per school year for College/Military/Audition visitation during their Junior and Senior years provided certain criteria are met. Please complete the following and return:

Part I – Filled out by CHS Student

Student's Name:
College/Military Name:
Date of Visit:

Part II - Filled out by Admissions Office Staff:

Admissions Officer's Name:	
Admissions Officer's Phone:	
Please check "Yes" or "No"	
1. Met with admissions officer?	☐ Yes ☐ No
2. Attended an admissions information session?	☐ Yes ☐ No
3. Attended a guided campus tour?	☐ Yes ☐ No
4. Attended a "special visit day"?	☐ Yes ☐ No
5. Attended orientation/registration?	☐ Yes ☐ No
6. Attended for an audition?	☐ Yes ☐ No
7. Attended for a military visit?	☐ Yes ☐ No
I verify that the named student visited as indicated above:	
Signature:	Date:

DO NOT GIVE TO STUDENT TO BRING BACK

Please mail, email or fax to the above

This form will not be accepted if hand-carried back by student.