



COLLEGE DAY REQUEST FORM

Students must obtain all required signatures and return this form to the counseling office at least **two school days** prior to the requested college visit date. The absence will be recorded as unexcused until the student provides college/university documentation of the visit to the school counselor. Students have one week to submit their documentation upon return to school, then it will be reviewed to determine final attendance status.

Student's Name: _____

Date(s) of Visit: _____

Name of College/University: _____

Student Signature: _____

Parent Signature: _____

Attendance Secretary Signature: _____

	Course Name	Teacher Signature
1		
2		
3		
4		
5		
6		
7		

<i>FOR COUNSELING DEPARTMENT USE:</i>		
Date Request Received: _____		
Date College Visit Documentation Received: _____		
Attendance Status:	Approved Absence College Day	Approved Absence Excused
		Unexcused Absence