

Munster High School

College Visit Request

Juniors and Seniors are allowed three college visit days per school year. Students are responsible for all work missed due to the absences, and should let teachers know of their planned absences at least two days prior to their leave.

A completed College Visit Request form must be submitted to the Attendance Office at least TWO days prior to the planned college visit.

Upon return to school, students must provide documentation from the college visited in order for the missed day(s) to be *Verified*. This documentation, which will also be turned into the Attendance Office, must:

- Be on the college's letterhead,
- State the date and time of your visit,
- Be signed by a college or university official, and
- Be turned in within 5 days of your return.

Today's Date: _____

Student's Name: _____ Grade: 11 12

Name of College: _____

Date of Planned Visit: _____ Semester: 1 or 2

Parent/Guardian Signature: _____ Date: _____

Teacher's Signatures:

1st: _____ Date: _____

2nd: _____ Date: _____

3rd: _____ Date: _____

4th: _____ Date: _____

5th: _____ Date: _____

6th: _____ Date: _____

7th: _____ Date: _____

Office Approval: _____ Date: _____

Office personnel: Attach documentation from College to the form once student returns with information