

COLLEGE DAY FORM

This form must be completed and submitted to the guidance office **THREE SCHOOL DAYS** prior to the college visit. **Guidance will give the form to attendance.** If your request is **not** approved, we will inform you; otherwise, you may assume that it has been approved.

Student's Name: _____ Grade: _____

Date of Planned College Visit: _____

Parent/Guardian's Permission: My student has permission to miss school in order to visit _____ College/University on _____.
(Date)

Parent/Guardian Signature: _____ Date: _____

Parent: Please supply at least two daytime phone numbers where we can reach you if we need to verify your approval.

Parent's Work Phone: _____ Home Phone: _____

Cell Phone: _____ Pager: _____

Teachers: Please sign beside your class period.

1st _____ 4th _____

2nd _____ 5th _____

3rd _____ 6th _____

7th _____

Counselor's Signature: _____ Date: _____

Return completed form to guidance at least three school days prior to date of college visit. Example: if you are going on a Friday, the form must be turned in on Tuesday.

Students must bring back a letter (on College/University Letter Head), stating that you were at that College/University on the day you missed.