



Life High School

College Visit Form

To use this form: Download, follow directions to complete and turn in Signed form to attendance office. Keep a copy for your records.

Student Name _____ ID # _____
Date of Visit _____ Date Requested _____

Juniors and Seniors are allowed **two** days per year to visit colleges and universities. These visits will not count against exam exemptions if all procedures below are followed:

- Notify teachers of the absence prior to visit; pick up homework assignments and/or submit work due during absence.
- Obtain approval from counselor or assistant principal prior to visit
- Secure official documentation of visit
- Submit documentation within 5 days after visit

Name of College/University: _____
Reason For Visit: ___ College Visit or ___ Other _____

Required Signatures prior to visit:

Parent _____	Assistant Principal/Counselor _____
Teacher-1 st _____	Teacher-5 th _____
Teacher-2 nd _____	Teacher-6 th _____
Teacher-3 rd _____	Teacher-7 th _____
Teacher-4 th _____	Teacher-8 th _____

Note: Teacher signatures required only for classes to be missed during this visit.

Upon return to school, verification of attendance from the college must be presented to the attendance office, i.e. College Visit Form, letter from school official, email by Office of Admission, etc.

If official verification is not available, the following person may be contacted to verify this visit:

University/College Contact Person: _____

Address: _____

Phone number: (____) _____

Email: _____

University/College Contact's Signature: _____

VERIFICATION OF ATTENDANCE FROM THE COLLEGE MUST BE RETURNED TO THE ATTENDANCE OFFICE WITHIN FIVE (5) DAYS OF THE ABSENCE(S) TO BE COUNTED AS AN EXCUSED ABSENCE.