

# Big Walnut High School

## College Visitation Form

Students who are interested in visiting colleges are encouraged to do so on weekends and vacations. Since this is sometimes impossible, we will permit Juniors and Seniors to have two days each school year for excused absences to visit a college in which they are sincerely interested and under the following conditions:

1. That an appointment has been made with the College's Admissions Office.
2. That the visit has the prior approval of the Administration and the student completes the form at the bottom of this page and returns it to the high school office no later than the day before his/her scheduled trip.
3. That the student realizes that he/she is responsible for all schoolwork missed that day.
4. The absence can be deleted from one's total absences two days only per school year.
5. Students who need more than two days need to have prior approval of the administration.
6. The student is to have the college form signed by the appropriate college official and returned by the student to the high school office upon returning.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

I am aware that \_\_\_\_\_ is visiting \_\_\_\_\_

\_\_\_\_\_ College on \_\_\_\_\_

\_\_\_\_\_  
Date

and I give my full approval. \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian

This is simply a notification to teachers that the student will not be in class on the above date. Signing the form does not indicate teacher approval but indicates notification only.

### TEACHER SIGNATURE

Period 1 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_

Period 6 \_\_\_\_\_

Period 7 \_\_\_\_\_

\_\_\_\_\_  
Assistant Principal

\_\_\_\_\_  
Attendance Teacher

**BIG WALNUT HIGH SCHOOL  
COLLEGE VISITATION VERIFICATION FORM**

**Student:** In order for this visit to be a deleted absence this form or an official document from the college must be submitted to the attendance secretary within two days of your return to school.

\_\_\_\_\_ visited the campus at  
(Student name)

\_\_\_\_\_ for a visit today \_\_\_\_\_.  
(College name) (Date)

\_\_\_\_\_  
(College representative) (Phone number)

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