

COLLEGE VISITATION

HOLGATE HIGH SCHOOL

Seniors and juniors planning to go to college may have two days excused absence from classes in order to visit a college (or colleges) they anticipate attending. **Arrangements for these visitations must be made *ONE WEEK* in advance to insure the absences will be excused.**

The following procedures must be complete prior to permission being granted:

1. The student must complete the college visitation form which can be obtained in the guidance office and must be signed by the guidance counselor. The date and the college to be visited must be indicated on the form.
2. This form must then be signed by the parents.
3. This form must then be approved by the principal.
4. Teachers are not to be given this form or give assignments until this form has been signed by the principal.
5. The student must then have each teacher sign the request. At this time the student should arrange to make up work they will be missing. **ASSIGNMENTS ARE TO BE TURNED IN PRIOR TO THE DAY OF THE VISITATION.** Teachers are under no obligation to give credit for assignments submitted after the visitation.
6. Approval may not be granted and credit may not be given if arrangements are not made **ONE WEEK** prior to the visit. The college visitation request form must be returned to the high school office when completed.

COLLEGE VISITATION REQUEST FORM HOLGATE HIGH SCHOOL

Student Name _____

College Visiting _____

Date of Visit _____

Counselor's Signature _____

Parent/Guardian Signature _____

Principal's Signature _____

Period	Assignments/Teacher's Signature*
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____

***Teachers:** Do not sign this form unless it has the Principal's signature. This form should be completed **ONE WEEK** prior to the visit. **THIS FORM MUST BE RETURNED TO THE HIGH SCHOOL OFFICE WHEN COMPLETED.**

RETURN THIS FORM TO THE HIGH SCHOOL OFFICE THE DAY AFTER YOUR VISIT

School/College Validation

For the permanent records of Holgate High School, we need validation that the student has spent the day at your school.

_____ has visited _____
(Student's Name) (Name of School/College)

on the following date _____.

Signature of School Representative

Title