

Addison High School Student College Visits

It is important that students visit colleges of interest to them prior to making a final decision. There are many opportunities to visit these campuses on non-school days, but that doesn't always work with everyone's schedule. With that in mind, Addison High School has developed a procedure for juniors and seniors to visit campuses as a school-related absence. Students attending a college visit during the school day must bring this form granting permission for the visit signed by the parent/guardian and the student's teachers. The teacher will record a zero (0) for each day the student is absent. This grade will be changed when work is made up (see student handbook for make-up arrangements). The absence will be considered school related, provided that this form is signed by a college representative and given to the office upon return to school. The administration has the right to deny any college visit that takes place during the school day.

Students requesting a college visit during a school day must:

1. Bring this form signed by the parent/guardian and teachers to the office at least three days BEFORE the visit.
2. Take this form with you on your college visit and have a college official sign the form verifying that you were at the college for a visit.
3. Return the form to the office when you return to school the next day.

Failure to follow the above steps may result in an unexcused absence from school. Parents/guardians assume responsibility for all aspects of the college visit.

Student Name: _____

Name of College: _____

Date of Visit: _____

Parent or Guardian signature: _____ Date: _____

Subject	Teacher Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

RETURN TO PRINCIPAL'S OFFICE FOR FINAL APPROVAL. _____

The following is to be returned to the principal's office the first day the student returns to school, following the college visit.

This certifies that _____ was a visitor at _____
(student name) (college or university)

on _____ from _____ to _____
(date) (time)

College/University Official's Signature: _____

Title: _____

Phone Number: _____