

Franklin High School College Visit Form

General Directions:

1. **STUDENT** completes **Section A** at least **ONE WEEK** prior to the scheduled college visit.
This must include Parent Signature.
2. **STUDENT** takes the college visit form to his/her teachers and arranges how and when missed work will be completed. Teachers sign in **Section B** that they have been notified.
3. **STUDENT** takes completed form to the **Main Office** at least three days prior to the scheduled college visit for **Administrative Approval**. An administrator will complete **Section C** and return the form to student.
4. **STUDENT** takes form to college and has college official sign Section D, verifying his/her visit for that day.
5. **STUDENT** returns form to the **Main Office** in order to have his/her absence verified and excused.

SECTION A: REQUEST FOR COLLEGE VISIT

Student: _____ Student ID#: _____

Name of College to be visited: _____ Date/Time of Visit: _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

SECTION B: TEACHER NOTIFICATION

Teachers, please sign that you have been notified by the student of their impending college visit, and that he/has made arrangements for making up missed work.

Period 1: _____ Period 4: _____

Period 2: _____ Period 5: _____

Period 3: _____ Period 6: _____

Period 7: _____ Period 8: _____

SECTION C: ADMINISTRATIVE APPROVAL

Note: Attendance policy allows junior and senior students two excused days per year for college visits with written approval. Request to visit may be denied if grades or attendance status is in jeopardy.

Approved

Denied

Administrator: _____ Date: _____

SECTION D: COLLEGE VERIFICATION:

College/University Attended: _____ Date of Student Visit: _____

Name of College Official: _____

Signature of College Official: _____

College Representative Phone Number: _____

Note: Student's absence from school will be excused only when this form is completed and returned in a timely fashion.