



## **COLLEGE VISIT REQUEST FORM**

College visits are **ONLY** approved for juniors and seniors – only two visits per year may be coded as college visit.

**At least THREE school days before your visit:**

- Complete this form with parent signatures.
- Your grade level principal must approve the college visit 3 days in advance.
- Once your form has been completed and approved you will turn this form in to the attendance office.
- You **MUST** bring back an official letter from the college you were attending (on their college letterhead) as proof of visit. This documentation **MUST** be turned into the attendance office no later than 5 school days after your college visit. **ONLY** with this documentation will your college visit day be excused.

*Please print:*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

College/University you are visiting: \_\_\_\_\_

Date of college visit: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for more than one day: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Principal's Decision: ☐ Approved ☐ Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance Office Received On: \_\_\_\_\_ By: \_\_\_\_\_



## **COLLEGE VISIT POLICIES**

Students classified in the 11<sup>th</sup> and 12<sup>th</sup> grade are eligible for up to (2) days in a school year to visit a college or university. Students must secure prior campus approval per the College Visit Request Form from their designated principal.

Students **MUST** be passing all classes in order to use a College Visit Day.

Unused days do **NOT** roll over from Junior to Senior year.

**Any College Visits over the approved (2) days per year will be counted as an absence that will count against exemptions.**

## **OBTAINING A COLLEGE VISIT REQUEST FORM**

1. Students may print the College Visit Request Form online from our Travis website, in the attendance office, or 11<sup>th</sup> grade and 12<sup>th</sup> grade offices (3 days in advance).
2. Fill out and obtain all required signatures from Parents and Principal.
3. Once your form has been completed and approved, you will turn this form into the attendance office located at the front of the campus.
4. After your college visit, you **MUST** bring back an official letter from the college or university you were attending (on their college letterhead) as proof of visit. This documentation **MUST** be turned into the attendance office no later than 5 school days after your college visit.
5. **ONLY** with the College Visit Request Form and the official letter from the college or university, will your college visit day be excused. **NO EXCEPTIONS!**

**HAVE A GREAT VISIT!**