



To: Junior/Senior Students
From: Attendance Office
Subject: College Visitation Day

College Visitation Days

Students are allowed to take a total of 4 college day visits, two (2) in the junior year and two (2) in the senior year, concluding with the last day of the fifth 6-weeks their senior year. It is the student’s responsibility to obtain and follow the procedures outlined on their campus prior to using a college day in order to ensure that the absence is excused and their graduation is not jeopardized. Please follow the outlined procedures:

**A visitation form is secured from the attendance office. This form must be validated (signed and dated) by a college official, usually from the admissions office.*

**Set up the date for your college visit with the appropriate college admissions counselor at least two days prior to date of visit.*

**See that your facilitator signs the copy of your approval for college visitation at least two days PRIOR to the date you will be absent. Failure to notify your facilitator may mean losing your right to make up work.*

Before visitGet your family facilitator’s signature.

After visitReturn this form to the attendance office.

I, _____ will visit _____
Student’s Name College/University Name
on _____.
Date

Facilitator’s Signature

Signature of College Official/Title

Date

**TEA Designated Early College High School • National Service Learning Leader School
Coalition of Essential Schools Mentor School • Member of the Coalition of Essential Schools
National School of Character • First Amendment School • AVID School of Distinction
Annenberg Challenge Grant Beacon School
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