



**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:

1. 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.
2. Set up the date for your college visit with the appropriate college admissions counselor at least two days prior to date of visit.
3. 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 that you lose your right to make up work.

**Before visit**.....Get your facilitator’s signature.

**After visit**.....Return this form to the attendance office.

I, \_\_\_\_\_ on \_\_\_\_\_ 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  
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National School of Character • First Amendment School • Annenberg Challenge Grant Beacon School*