

**College Visit Day Schedule**

**College/University-** \_\_\_\_\_

**Date-** \_\_\_\_\_

**Suggested Schedule:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Other information (if needed):***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note to student:**

A ***Permission to be Absent*** form is on the reverse side of this sheet. You must complete both sides and return this sheet to the office before your scheduled visitation day. You are responsible for any school work missed on that day. If you have any questions please see me right away!

***Enjoy!***

Sincerely,  
Mrs. Cottingim

**Permission to be Absent Form**

Student- \_\_\_\_\_ Date- \_\_\_\_\_

Date(s) of absence- \_\_\_\_\_

Reason for absence- \_\_\_\_\_

<b><u>Period</u></b>	<b><u>Subject</u></b>	<b><u>Teacher Signature</u></b>	<b><u>***Comments</u></b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

\*\*\*Teachers comments should include if the absence will cause the student to fail the class.

\*Requests for 2 or more days requires a conference between the parents and the building principal.

**Student signature-** \_\_\_\_\_

**Parent signature-** \_\_\_\_\_

\_\_\_\_\_ request approved

\_\_\_\_\_ request denied w/reason \_\_\_\_\_

**Counselor signature-** \_\_\_\_\_

**Principal signature-** \_\_\_\_\_