

Sycamore High School College Visit Request Form

Sycamore High School allows seniors 4 days during the school year (juniors with counselor approval) to visit colleges and post secondary institutions for the purpose of gaining information. Complete this form prior and during your campus visit.

Students must follow these steps for a college visit to count as an excused absence:

- Contact the post-secondary institution to arrange an official campus visit.
- **Complete “Section I” of this form PRIOR to attending the campus visit and bring to attendance office for approval**
- Communicate with every teacher whose class you will miss regarding make up work.

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|-----------------|-------|
| Student ID #: | Date: |
| Student’s Name: | |

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|---|--|
| Date(s) Requested to Visit College: | |
| College to Be Visited: | |
| Address (City, State): | |
| With whom did you make the visit appointment? Name: | |
| Who will be attending the college visit with you? | |

I understand that if I do not provide WRITTEN PROOF OF THIS VISIT within 48 hours of returning, my absence will not be excused.

I understand my child **WILL BE ABSENT** from school on the requested day and is doing so with my permission.

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| Student’s Signature: | Date: |
| Parent’s Signature: | Date: |
| H.S. Attendance Approval Signature: | Date: |

Section II

to be completed by representative of college/institution

The student named on this form visited our campus on the date indicated on this form

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| Name of College: | Today’s Date: / / |
| College Representative Signature: | Title: |

Provide Signed School Letter for Attendance