

COLLEGE VISITATION VERIFICATION FORM

_____ has requested and been given
(Student's name)
permission to visit _____ on _____.
(School) (Date)

According to school policy, this visit was arranged prior to the student being excused.

Counselor
Superior Public Schools

Date

CONFIRMATION

This is to confirm that _____ did arrive for
(Student's name)
the previously scheduled appointment to visit our school.

Official's Signature

Title

Date

COLLEGE VISITATION PROCEDURE

- 1) Prior to the visit, the student brings a parent note to Mrs. Parks
- 2) Mrs. Parks gives the student a signed College Visitation Verification Form and a signed Activity Slip.
- 3) Mrs. Parks e-mails the staff about the student's upcoming college visit.
- 4) The student makes up his/her work in advance, collects teachers' signatures, and gives the Activity Slip to Mrs. Parks prior to the college visit.
- 5) The student visits the college.
- 6) The student gets the college's signature on the College Visitation Verification Form.
- 7) The student gives the College Visitation Verification Form back to Mrs. Parks. Failure to return this form the day following the visit will result in an unexcused absence.
- 8) Mrs. Parks records the college visitation.
- 9) Mrs. Parks staples the parent note to the College Visitation Verification Form, and places it in the student's file.
- 10) Following the above procedure, the student has three days to be used during his/her junior and/or senior year for college visits.