

College Visit Request Form

NOTE: Seniors are allowed two (2) excused days in a school year.

NO PREARRANGED ABSENCES WILL BE PERMITTED:

1. During the final week of a grading period.
2. During ANY state required testing.
3. If any student is not on track to graduate on time.
4. If any student has excessive absences.

Name: _____

Destination: _____ Date of visit: _____

Students are responsible for making college visit arrangements. Each visit must include official contact with the admission or athletic office of the college/university. Official documentation of this visit must be provided to the Main Office in order to be excused as a school activity.

Arrangements for makeup work will be determined prior to the absence. It is the responsibility of the student to contact his/her teacher for the make up assignments. Due dates for the assignments will be determined by the teacher(s). The student and parent share the responsibility for any loss of achievement that might occur as a result of the prearranged absence. Failure to comply with the above requirements will result in the absence(s) being unexcused and penalties for unexcused absences will be assessed.

1). Have a parent/guardian sign below to indicate that he/she has been informed of and approves of all arrangements and conditions of the college visit.

Parent Signature: _____ Date: _____

2). Return this form to the office for approval at least 3 days prior to visit.

Principal Signature: _____ Date: _____

3). Turn in the official form from the college/university stating that you visited their campus on the day you return back to CHS.

Cordova High School

183 School Road | Cordova, AL 35550 | 205.483.7404

VERIFICATION OF COLLEGE VISIT

To be completed by an admissions counselor or authorized college personnel.

Student Name: _____

Name of College/University: _____

College visit consisted of:

Tour of Campus

Tour of Department

Official Visit (Athletics)

Other: _____

Name of College Representative

Title

My signature below verifies that the above-named student visited our campus.

College Representative Signature

Date