



JUNIOR COLLEGE VISIT FORM

Mt. Vernon High school encourages juniors to visit college campuses during the college selections process. Most colleges, trade and technical schools, and other education programs conduct organized visitation days for high school students on Saturdays and Sundays. Students are encouraged to attend college visitation programs on weekends whenever possible. Juniors will be allowed one (1) college visitation day during the second semester. This absence will be considered school-related and will not count against the Renaissance Perfect Attendance and/or the Seven-Day Limit policies. This day **WILL** count as an absence on the student's official attendance record.

If a student needs to visit a college campus during school time, the following procedures must be followed.

1. Student must pick up the college visitation form in the guidance office.
2. The completed college visitation form must be submitted to the guidance office **PRIOR** to the absence. No substitute forms will be accepted.
3. Written verification of student attendance must be signed by a university official on university stationery and submitted to the guidance office when the student returns to school. Each student must submit an individual verification for their college visitation. No list verifications will be accepted.
4. Additional college days may be granted if a student must be present for scholarship testing or if the student is being recruited by the college or university. Verification of these special circumstances must be provided to the high school guidance office prior to the absence.
5. College visitation days may be used on school days prior to May 1.
6. When visiting a local education institution, college visitations will be granted for half-days (2 class periods) only.

_____ has my permission to visit
Student name

_____ on _____
Educational institution Date

_____ Date
Parent/Guardian signature