



## SENIOR COLLEGE VISIT FORM



Mt. Vernon High school encourages seniors 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. Seniors will be allowed two (2) college visitation days. These absences will be considered school-related and will not count against the Renaissance Perfect Attendance and/or the Seven-Day Limit policies. These days **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