

Manchester Valley High School

COLLEGE VISITATION REQUEST

- Juniors and Seniors are granted three (3) days each year for college visitations without being charged absent.
- The request for visitation must be submitted at least 1 day **PRIOR** to the visit to the College.
- The form is to be completed and signed by the student, parent and all teachers.
- The student must then meet with his/her counselor to complete the college visitation form.
- Upon return to school, college verification should be presented to the Main Office.

NAME: _____ GRADE: _____

COLLEGE/UNIVERSITY: _____

DATES(S) OF VISIT: _____ TODAY'S DATE: _____

DATE OF REQUESTED ABSENCE(S): _____

NAME OF PARENT OR GUARDIAN: _____

CONTACT NUMBER FOR PARENT: DAY: _____ EVENING: _____

➤ **PARENT SIGNATURE:** _____

TEACHER SIGNATURES:

MOD 1 _____ (B-DAY) _____

MOD 2 _____ (B-DAY) _____

MOD 3 _____ (B-DAY) _____

MOD 4 _____ (B-DAY) _____

ADVISOR: (if missed during vacation): _____

I _____ (student name) understand that any work missed is my responsibility to complete by the dates listed above for each of my teachers. I fully understand that any work not completed by the listed dates could result in less than full credit for the assignment(s) or no credit awarded at all. I agree to complete all work missed by the due dates listed.

Student Signature _____ **Date** _____

Counselor's Signature _____ **Date** _____

THIS FORM MUST BE RETURNED TO GUIDANCE PRIOR TO ABSENCE/VISITATION

Upon return to MVHS, student must provide the Attendance Secretary with a copy of a **College Visitation Letter** that includes:

- ✓ Student name
- ✓ Date of visitation
- ✓ Signature and contact number of a college representative