

College Visitation Form

Fort Recovery High School (edited 4-9-09)

Students are encouraged to visit colleges on days in which school is not in session. In the event that this is not possible, FRHS will permit **SENIORS** up to two one-day excused absences to visit colleges in which they are sincerely interested in attending under the following conditions:

1. **An appointment must be made with the college's Admissions Office.**
2. **The student must get assignments from his/her teachers PRIOR to the visit.**
3. **Both the middle and bottom of this form must be completed and submitted at least one week prior to the visit.** (If form is submitted less than one week prior, see the guidance counselor for approval.)

Notes:

- If any of the above conditions are not met, the student's absence from school could be UNEXCUSED.
- In the event that additional days (in excess of two) are needed, please see the guidance counselor.

STUDENTS SHOULD RETAIN TOP PORTION FOR THEIR RECORDS

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Student: _____

Date of visit: _____

Type of visit: _____ tour / meeting with advisor
_____ placement / scholarship test
_____ other (list): _____

Appointment time: _____

College/University name: _____

Phone number of college Admissions Office: _____

****I have read the above, and give my approval for this visit.*

**** Signature of Parent*

Signature of Student

Date

RETURN MIDDLE PORTION TO THE GUIDANCE OFFICE

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RETURN BOTTOM PORTION TO THE HIGH SCHOOL OFFICE

Student: _____

Date of visit: _____

Type of visit: _____ tour / meeting with advisor
_____ placement / scholarship test
_____ other (list): _____

College/University name: _____

****I have read the above, and give my approval for this visit.*

**** Signature of Parent*

Signature of Student

Date

Office use:

No absence

Ex. Absence

Unex. Absence

College Visitation Form

College Visitation Form Addendum A

(This form is only to be given if the student fails to turn in their request by the one-week-prior deadline.)

Dear Student and Parent:

College Visitation Forms are required to be completed and submitted at least one week prior to the visit. In the event that a student does not adhere to this policy, **Fort Recovery High School REQUIRES that student to provide written verification from the college or university validating the school absence.** An “excuse” from a university official verifying the date and time of the visit, as well as a contact name and phone number shall suffice for this documentation. This must be submitted to the high school office on the next school day following the visit.

Failure to provide proof of the college visit shall result in an UNEXCUSED absence.

Thank you,
Mrs. Kaiser
FRHS Guidance Counselor

College Visitation Form Addendum B

A student’s college visitation will NOT be counted as an absence under the following conditions:

1. Placement / Scholarship testing is *only* offered on a day that FRHS is in session.
2. Collegiate sports try-outs are *only* offered on a day that FRHS is in session.

(Other special conditions may be approved by the FRHS office staff.)

If applicable, the student must submit a college visitation form at least one week prior to the day in question and provide a letter from the college verifying that the above condition(s) is met. Forms (or excuses) submitted after the one-week-prior deadline will result in the student being counted absent on the day of the visit.