

COLLEGE VISITATION VERIFICATION FORM

_____ has requested and been given
(Student's name)
permission to visit _____ on _____.
(School) (Date)

According to school policy, this visit was arranged prior to the student being excused.

Counselor
Superior Public Schools

Date

CONFIRMATION

This is to confirm that _____ did arrive for
(Student's name)
the previously scheduled appointment to visit our school.

Official's Signature

Title

Date

COLLEGE VISITATION PROCEDURE

- 1) Prior to the visit, the student brings a parent note to Ms. Arsenian
- 2) Ms. Arsenian gives the student a signed College Visitation Verification Form and a signed Activity Slip.
- 3) Ms. Arsenian e-mails the staff about the student's upcoming college visit.
- 4) The student makes up his/her work in advance, collects teachers' signatures, and gives the Activity Slip to Ms. Arsenian prior to the college visit.
- 5) The student visits the college.
- 6) The student gets the college's signature on the College Visitation Verification Form.
- 7) The student gives the College Visitation Verification Form back to Ms. Arsenian
Failure to return this form the day following the visit will result in an unexcused absence.
- 8) Ms. Arsenian records the college visitation.
- 9) Ms. Arsenian staples the parent note to the College Visitation Verification Form, and places it in the student's file.
- 10) Following the above procedure, the student has three days to be used during his/her junior and/or senior year for college visits.