

# WESTFIELD HIGH SCHOOL

## COLLEGE VISIT REQUEST

Juniors and Seniors are allowed two excused college visit days per school year. Students are responsible for all work missed due to the absences, and should let teachers know of their planned absences ahead of time.

**A completed College Visit Request form must be submitted to the Attendance Secretary, at least TWO days prior to the planned college visit.**

Upon return to school, students must provide documentation from the college visited in order for the missed day(s) to be excused. This documentation, which also should be turned in to Attendance, must:

- be on the college's letterhead
- state the date and time of your visit
- be signed by a college or university official

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of College: \_\_\_\_\_

Date of Planned Visit: \_\_\_\_\_ Trimester of Visit (circle one): 1    2    3

Teachers' Signatures:

1st Period: \_\_\_\_\_

2nd Period: \_\_\_\_\_

3rd Period: \_\_\_\_\_

4th Period: \_\_\_\_\_

5th Period: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_