

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: _____