

TEACHERS:

_____ will be visiting _____ on _____.

As you know, seniors are permitted two days (**excused absence if planned two weeks in advance**) for college visitation. Please give him/her any advance make-up work you can, and sign on the line for the hour you have him/her in class.

The student is to return this completed sheet to the office **at least one week** before the visit in order for it to be excused. Any college visits not cleared through the counselor's office will be charged to the students' days of unexcused absences.

Students must clear the visit with the guidance office two weeks in advance, even if student sets up own visit.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____