

Richmond Hill High School

#1 Wildcat Drive

Richmond Hill Ga 31324

College Visit Request Form

General Directions:

1. **STUDENT completes Section A** and takes to his or her School Counselor at least **ONE WEEK** prior to the scheduled college visit. **This must include parent signature.**
2. **STUDENT** takes the approval form to his/her teachers **IN ADVANCE** and arranges how and when missed work will be completed. **Teachers initial** in **Section B** that they have been notified.
3. **COUNSELOR** determines approval and signs **Section C**
4. **STUDENT** takes form to College and has **College Official sign SECTION D** verifying his/her visit for that day.
5. Upon returning to school, **Student** takes completed form to **ATTENDANCE OFFICE** in order to have his/her absence verified and excused. Forms **MUST** be turned in within 5 school days of returning to be considered an excused absence.

Form will be filed in students records

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SECTION A: REQUEST FOR A COLLEGE VISIT

Student Name _____ Student ID# _____

College to be visited: _____ Date of visit _____

Parent/Guardian signature _____ Date _____

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SECTION B: TEACHER NOTIFICATION

Teachers, please initial that you have been notified by student of impending college visit and that he/she has made arrangements for make-up work.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

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SECTION C: COUNSELOR APPROVAL

Note: Request to visit may be denied if grades or attendance status is in jeopardy.

Counselor _____ Date _____

Approved _____

Denied _____

SECTION D: COLLEGE VERIFICATION

College/University/Technical School attended _____

Date _____

Name of Admission Officer _____

Signature of Admission Officer _____