

COPENHAGEN CENTRAL SCHOOL

SENIOR COLLEGE VISITATION

This form is necessary in the event that your parents request a college visitation day for you during the school year. For a well-planned and worthwhile trip, it is in your best interest to contact the Admissions Office ahead of time to schedule a tour and possible interview, if appropriate. Students should make every attempt to schedule appointments on weekends or during vacations.

In order to qualify for this visitation day being a legal absence, you must meet the following criteria:

- ✓ Seniors must be in good academic standing, have a good attendance record, and must be willing to make up class work;
- ✓ **Parent or guardian will accompany the student;**
- ✓ Seniors need to submit their request in writing with parental permission using the form below. **Seniors must also meet with the Principal for approval of the college visitation;**
- ✓ The visit must be arranged and approved at least two days prior to the requested day in order for your absence to be considered legal. An unauthorized college visit without approval will be treated as an illegal absence. It is in your best interest to avoid last minute decisions that violate school attendance policies. All academic time will be made up in the event of an unauthorized absence.

Please note: Students who are visiting a college on weekends do not need to complete this form.

COLLEGE VISITATION APPOINTMENT REQUEST

Name: _____ Date: _____

I. COLLEGE VISIT INFORMATION:

a. Name of College: _____

b. Location: _____

c. Date of intended visit: _____

Parent Signature: _____

II. GUIDANCE OFFICE: (permission must be granted by the Guidance Counselor)

In Good Academic Standing: _____
(Guidance Counselor signature)

III. PERMISSION GRANTED BY PRINCIPAL:

Total Tardies: _____ Total Absences: _____

Approved: _____
(Principal's signature)