

# COLLEGE VISITATION REQUEST FORM

Please follow this procedure to visit a college, university or tech school and receive an “excused absence” from Northwestern High School:

1. Contact the Admissions Office at the school and arrange for a formal visit with them. Have this form with you when doing so to be able to ask for the information you need to complete this form.
2. Follow directions to complete a **Planned Absence Form**. This needs to be returned to the Front Office a week before your visit.
3. Take this College Visitation Form on your college visit and have a college official sign on the space provided at the bottom.
4. Return this form to the Front Office after your visit so that your visit will be an excused absence.

PLEASE PRINT AND FILL IN COMPLETELY:

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCHOOL VISITING: \_\_\_\_\_

SCHOOL LOCATION: \_\_\_\_\_  
(CITY) (STATE)

DATE OF VISIT: \_\_\_\_\_ TIME OF VISIT: \_\_\_\_\_

I WILL NEED TO BE GONE: (circle one) ALL DAY A.M. P.M. OTHER (explain on back)

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Please have the college official you met with sign to verify your visit.

Return this form to the Front Office upon your return to school.

COLLEGE OFFICIAL SIGNATURE: \_\_\_\_\_

COLLEGE OFFICIAL'S POSITION: \_\_\_\_\_