



# Hallsville High School College Visit Request Form



Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent Signature

**College Visit Policy:** Classes missed because of a college visit will NOT count against a student's attendance percentage provided that the following steps are completed:

1. Fill in the blanks with student name, date, and signatures from both student and parent.
2. During your College Visit, please obtain a signature from the college - it can be your tour guide, coach, admissions representative, advisor at the college, etc.
3. When you return from your visit, please turn this form into Mrs. Sides. She will then give your paper to the office.
4. After your visit, Mr. Cooley or Mr. Cooney will sign off for final approval to excuse your absence. If, based on your attendance history or other reasons, your visit is denied, it will count as a verified absence and will count against your attendance. Both parent(s) and student will be notified if your visit was not approved. If your visit was approved, then your attendance will be approved and it will not count towards your attendance percentage.
5. Make sure you have notified your teachers of your absence and make up work that is missed.
6. Juniors and Seniors are allowed 3 college visits.
7. Freshmen and Sophomores who want to visit colleges can do so, but they will count as a verified absence.
8. If you are attending a college visit with Hallsville High School, it will count as a field trip and you don't have to complete this form.

College Visited: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

\_\_\_\_\_

College Representative Signature

Date



\_\_\_\_\_

HHS Counseling Department Signature

\_\_\_\_\_

Date

To be completed by HHS Principal/HHS Assistant Principal

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Denial:

\_\_\_\_\_

HHS Principal/Assistant Principal

Date