



# Richmond High School

## College Visit Day Form

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

**Grade:**  Junior  Senior

**Visit Location:**

**Institution & City** (ex. Mizzou, Columbia): \_\_\_\_\_

**Type of visit:**

4-Year University  Community College  Technical School  Military Visit  Job Shadow

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

**Time of Appointment :** \_\_\_\_\_

**Do you have an official visit set up with an Admissions Counselor?**  Yes  No

**Is this an athletic visit organized by a college or high school coach?**  Yes  No

Juniors are allowed two excused days and seniors are allowed two excused days to visit a college, technical school, meet with a military representative or shadow a job.

Upon returning to school, students **must turn in written proof of the appointment** to be counted as excused. Examples are a signed itinerary or document from the admissions office, a parking permit for the day, a name tag from the tour, signed military papers, etc.

Parent Signature: \_\_\_\_\_

**Students:** Please have your teachers and a principal sign off on your visit **BEFORE** you turn in your sheet. **A COMPLETED FORM MUST BE TURNED INTO THE OFFICE 24 HOURS BEFORE YOUR ABSENCE BEGINS.**

Period 1 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_

Period 6 \_\_\_\_\_

Period 7 \_\_\_\_\_

Principal Signature: \_\_\_\_\_

**Turn in completed form to the front office.**

**FOR OFFICE USE ONLY**

Senior Visit Day?  One  Two

Junior Visit Day?  One

Date form turned in: \_\_\_\_\_

Date of written proof turned in: \_\_\_\_\_

