



Life School Oak Cliff

College Visit Form

To use this form: Download, follow directions to complete and turn in copies to the attendance office and school counselor. Keep a copy for your records.

Student Name _____ ID # _____
Date of Visit _____ Date Requested _____

Juniors are allowed one day and Seniors are allowed two days per year to visit colleges and universities. These visits will not count against exam exemptions if all procedures below are followed:

- Notify teachers of the absence; pick up homework assignments and/or submit work due during absence.
- Obtain approval from counselor or assistant principal
- Secure official documentation of visit
- Submit documentation within 2 days after visit

Name of College/University: _____
Reason For Visit: _____

Required Signatures:

Parent _____	Assistant Principal/Counselor _____
Teacher-1 st _____	Teacher-5 th _____
Teacher-2 nd _____	Teacher-6 th _____
Teacher-3 rd _____	Teacher-7 th _____
Teacher-4 th _____	Teacher-8 th _____

Note: Teacher signatures required only for classes to be missed during this visit.
Upon return to school, verification of attendance from the college must be presented to the attendance office, i.e. letter from school official, visit form signed by Office of Admission, etc.

If official verification is not available, the following person may be contacted to verify this visit:

University/College Contact Person: _____
Address: _____

Phone number: (____) _____

Email: _____

University/College Contact's Signature: _____

VERIFICATION OF ATTENDANCE FROM THE COLLEGE MUST BE RETURNED TO THE ATTENDANCE OFFICE WITHIN FIVE (5) DAYS OF THE ABSENCE(S) TO BE COUNTED AS AN EXCUSED ABSENCE