

**LOGANVILLE HIGH SCHOOL
COLLEGE/UNIVERSITY
OFFICIAL SENIOR VISIT APPROVAL FORM**

College/Visitation Policy for 2017-2018: Seniors may take up to two (2) official college/university visits without incurring a recorded absence. Students applying the policy for college/university visitation must verify their absence **IMMEDIATELY** upon their return by providing proof of attendance from an official of the institution visited. Failure to meet this provision will result in an unexcused absence.

Guidelines:

1. Students must contact the college/university that they wish to visit to determine when the admissions staff can schedule a visitation. (Note: Most college/universities host visitation programs about the school that will be more informative than a “drop-in visit”).
2. If available, students must attach information concerning the visit (i.e. verification card, flyer).
3. This form must be returned to Mrs. Helton, our attendance secretary, one week prior to the requested visitation date.

Student Name _____ **Advisor** _____ **ID#** _____

College/University _____

Date of Visit _____

Please make every attempt to schedule a meaningful college/university visitation appointment. In order to justify your absence, your visit time should be a minimum of two (2) hours. As with any interruption to the learning process, the responsibility to address classroom assignments missed lies with the student.

Student Signature

Parent Signature

The above request has been approved.

Administrator Signature