

**ZANESVILLE HIGH SCHOOL
COLLEGE VISITATION REQUEST FORM
(For juniors and seniors only - maximum of three (3) per year)**

**RETURN THIS FORM TO THE SCHOOL COUNSELING OFFICE
AT LEAST ONE DAY BEFORE THE SCHEDULED VISIT**

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. Since choosing a college is such an important decision, it is advisable that parents attend all college visits with their student. Many colleges and universities host open houses on a Saturday for this purpose. The college open house format offers detailed information about the school, and there is usually additional staff and students on hand to answer questions. It is also a good idea to visit a school when school is in session. This way you get a feel for what life will be like on a week day. For this reason we allow three college visits per year. Spontaneous visits to colleges are not recommended. If a visitation time has not been scheduled, the college representative may not have time to meet with you.

In order to have a college visit be counted as an excused absence and the hours missed not count against you for attendance: **30 or more consecutive hours, 42 hours in a school month, or 72 hours in a school year**, this form requesting permission to make a college visit must be completed and submitted **one day prior** to the visit. An administrator/counselor will review the form to determine whether it will be approved. If this form is not on file **BEFORE** the visit, then it will result in an ***unexcused absence which means the hours missed will be counted*** and you will lose one opportunity for a college visit.

Student's Name: _____ Date: _____

Date(s) Requested to Visit College: _____

Name of College you will visit: _____

With whom did you make the visit? _____

His/her title: _____ Phone Number: _____

Who will be attending the college visit with you? _____

If this visit is approved, I understand my student will be absent from school on the requested day and is doing so with my permission.

Parent Signature: _____ Date: _____

REMINDER You must bring back a note on campus letterhead that you attended this college visit. Bring the verification to the Counseling Office. The College Admission Representative may also email our office.

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