

**College Visit Request Form:**  
**2 visits per junior and 2 visits**  
**senior year**

- **At least TWO school days before your visit:** Complete this form and have parent signatures.
- **Must have your Principal & College Facilitator/Counselor approve the college visit at least 2 days in advance.(NO EXCEPTIONS).**
- Once your form has been completed and approved you will turn this form into the attendance office.
- You **MUST** bring back an official letter from the college you were attending (on college letterhead) as proof of visit. This documentation **MUST** be turned into the attendance office no later than 2 school days after your college visit. **ONLY** with this documentation will your college visit day be exempted.

Please print:  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Current Grade Level: \_\_\_\_\_ College/University you are visiting: \_\_\_\_\_  
 Date of college visit: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for number of days: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**THIS SECTION TO BE SIGNED BY EACH OF YOUR TEACHERS**

Period	Subject	Teacher's Name	Teacher's Signature	Pass/Fail

College Facilitator/Counselor Decision:  Approved  Denied Signature: \_\_\_\_\_

Principal's Decision:  Approved  Denied Signature: \_\_\_\_\_

## COLLEGE VISIT POLICIES

Students classified in the 11<sup>th</sup> and 12<sup>th</sup> grade are eligible for up to **(2) visits** in a school year related to a college or university visit. Students must secure prior campus principal approval per the College Visit Request Form and upon verification of the College Visit Pre-Approval Form verification by the visiting college or university, the accrued absences will not count toward the exemption requirement.

Students **MUST** be passing all classes to use a College Visit Day.

Unused visits do **NOT** roll over from Junior to Senior year.

**Any College Visits over the approved (2) visits per year will be counted as an absence that will count against exemptions.**

### OBTAINING A COLLEGE VISIT REQUEST FORM

1. Pick up College Visit Form (a minimum of 2 days in advance). No Exceptions!
2. Obtain all required signatures from College Facilitator/Counselor, Teachers, Principal and Parents.
3. Once your form has been completed and approved you will turn this form into the attendance office.
4. After your college visit, You **MUST** bring back an official letter from the college you were attending (on college letterhead) as proof of visit. This documentation **MUST** be turned into the attendance office no later than 2 school days after your college visit. **ONLY** with this documentation will your college visit day be exempted.
5. Only when the form is turned in will your absence be excused. **NO EXCEPTIONS!**  
**These documents MUST be turned in no later than 2 school days after your college visit!**

HAVE A GREAT VISIT!

\*Please note that TEA allows 2-paid attendance days per junior and 2-paid days for senior year; LCISD will be indicating excused for the pre-approved and appropriate additional days needed for a college visit/the two allowable college visits per junior and senior year.