

REQUEST FOR COLLEGE VISIT OR OTHER EDUCATIONAL OPPORTUNITY

STUDENT INFORMATION

Student Name _____ Grade _____ ID# _____

Date(s) requested to be excused _____

College(s)/Destination(s) you plan to visit _____

Are you enrolled in any online or dual enrollment courses? Yes _____ No _____

****Madison High School CANNOT excuse absences from any online or dual enrollment courses***

COLLEGE ADMISSIONS REPRESENTATIVE INFORMATION

Name _____ Phone _____

Appointment Date _____ Appointment Time _____

OTHER EDUCATIONAL OPPORTUNITY INFORMATION *(Not required for a College Visit)*

****Please Note:*** If this request is for an education opportunity other than a college visit, use the space provided below to describe the event/activity. Required documentation specific to the event/activity will be assigned by Sandy Zimmerman prior to the date of your educational opportunity.

TERMS AND CONDITIONS

By signing below, you acknowledge your understanding of the following information

- This form is required to be submitted to Sandy Zimmerman **two (2)** days prior to the college visit or other educational opportunity
- Acceptable documentation for a college visitation is a letter written on official college letterhead and signed by an admissions representative, this letter **must** include contact information for the admissions office for verification purposes
- Unacceptable documentation includes brochures, maps, meeting agendas, or anything else that is not on official college letterhead
- Documentation from the college or event/activity following the visit must be submitted to Sandy Zimmerman within **five (5)** days of returning to school
- Seniors are allowed **four (4)** educational opportunities, while Juniors are allowed **two (2)** educational opportunities throughout the academic year

Student Signature _____ Date _____

Parent Signature _____ Date _____

Approved _____ Not Approved _____ Administrative Signature _____