



**WAPSIE VALLEY HIGH SCHOOL**  
**POSTSECONDARY INSTITUTION VISIT**

General Instructions:

1. **Student** completes Section A, obtains **parent** signature and takes it to the school counselor at least one week prior to the scheduled visit.
2. **Counselor** determines approval and signs Section B.
3. **Student** takes the approved form to his teachers in advance and arranges how and when missed work will be completed. **Teachers** initial in Section C that they have been notified.
4. **Student** takes the approved form to the **Attendance** Office at least one day prior to the scheduled visit. **Attendance will log the absence and return form to student.**
5. **Student** takes form to college/institution and has college/institution official sign Section D, verifying his/her visit that day.
6. **Student returns form to Attendance Office to have his/her absence excused.**

**A: REQUEST FOR VISIT**

Student Name \_\_\_\_\_

College/Institution to be visited \_\_\_\_\_ Date of visit \_\_\_\_\_

\_\_\_\_\_ Check here if you are requesting an unofficial transcript to take with you.

Parent/Guardian

Permission \_\_\_\_\_ Date \_\_\_\_\_

**B: COUNSELOR APPROVAL**

Note: Attendance policy allows Junior and Senior students two excused days per year for college/institution visits with written parent approval. Request may be denied if grades or attendance status is in jeopardy.

\_\_\_\_\_ Approved

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Denied



### C: TEACHER NOTIFICATION

Teacher, please initial that you have been notified by student of impending college/institution visit absence and he/she has made arrangements for make-up work.

1st hour \_\_\_\_\_ 2nd hour \_\_\_\_\_ 3rd hour \_\_\_\_\_ 4th hour \_\_\_\_\_

5th hour \_\_\_\_\_ 6th hour \_\_\_\_\_ 7th hour \_\_\_\_\_ 8th hour \_\_\_\_\_

### D: COLLEGE/INSTITUTION VERIFICATION

College/University/Technical School Attended \_\_\_\_\_

Name of Admissions Officer \_\_\_\_\_

Signature of Admissions Officer \_\_\_\_\_

Date of Student Visit \_\_\_\_\_

Note: Student's absence from the school will be excused only when this form is completed in a timely manner.