

HLWW COLLEGE VISIT PERMISSION FORM

****Complete form in order listed****

Name _____ Excused Visit # _____

Destination _____ Date _____

Visit will include (please check):

- | | |
|---|--|
| <input type="radio"/> Information Session | <input type="radio"/> Athletic Appointment |
| <input type="radio"/> Campus Tour | <input type="radio"/> Overnight Stay in Residence Hall |
| <input type="radio"/> Interview | <input type="radio"/> Other |

Students and their parents are responsible for making college visit arrangements. Each visit must include official contact with the admission or athletic office of a college in which the student is sincerely interested. Upon returning to HLWW, student must present verification of official contact in the form of a letter, printed program, etc, furnished by the college the student visited. Howard Lake Waverly Winsted high school students are allowed 2 days per year to visit colleges. This is an Exempt (authorized/school sponsored) absence that does not count toward the “excessive absence” policy. The 1st three steps must be completed prior to your scheduled college visit.

STEP 1: Fill in your schedule below and ask your teachers to sign or initial this form. Teachers: Please write out specific requests, such as “Take test following Monday” or “Turn in paper before leaving”. If you are reluctant to sign, please contact Mrs. Holm in the Guidance Office.

Period	Course	Signature/Initial	Requests
1			
2			
3			
4			
5			
6			
7			

STEP 2: Have parent sign below to indicate that he/she has been informed of and approves of all arrangements and conditions for the college visit.

Parent Signature: _____

STEP 3: Return this form to the Guidance Office for approval.

Counselor’s signature _____ Date: _____

STEP 4: Give Ms. Stallmo a copy of this form or show prior to visit to **receive attendance slip.**

STEP 5: Return this form and verification to Attendance Secretary in the high school office prior to and upon returning to school.