

# COLLEGE DAY REQUEST



Student's Name \_\_\_\_\_

Instructions – This request for a college visit will not count as one of your 8 absences allowed per semester **IF** you complete the following process and turn in the completed form at least **TWO** days before the visit date:

1. Complete all the college information on this form.
2. Have a parent/guardian sign this form.
3. Take form to each teacher for approval and signature.
4. Take completed form to the front office staff. At which time, the Principal has final approval.
5. Check with the office the day before the visit to ensure approval.
6. **Bring back a verification letter from the Admissions Office or College Advisor after the visit.**

Date(s) of college visit: \_\_\_\_\_

Local college visits usually receive ½ day approval unless attending a pre-planned admission program.  
College visits of more than four hours-driving-distance may request an extra day.

College Name: \_\_\_\_\_

Name of Admission Representative you contacted: \_\_\_\_\_

### Planned Activities:

Campus Tour -  Yes  No      Overnight Stay in Dorm ~  Yes  No

Classes to Observe \_\_\_\_\_

Conference(s) with:  Financial Aid  Coach  Advisor  Course Professor/Dean  
(check all that apply)

Other (please list) \_\_\_\_\_

Additional Comments: \_\_\_\_\_

### BBS Teacher's Signatures:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

I plan to accompany my child on this visit:  Y  N

If NO, name of adult escort \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date Given to Front Office Staff: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature