

MARIES R-1 SCHOOL DISTRICT - VIENNA HIGH SCHOOL
SENIOR COLLEGE VISIT PERMISSION FORM
You must have Step 1 – Step 5 completed two weeks prior to college visit date.

Student Name: _____

Step 1: Set up a college visit through the admissions office at your college/university of choice. If you need assistance with this step, see your Guidance Counselor.

College/ University site(s): _____ **Date of visit:** _____

Step 2: Your parent must approve of this college visit. Their signature is required for this absence to be excused.

Parent Signature: _____

Step 3: You must speak with each of your teachers and get any assignments prior to your scheduled college visit – this college visit does not excuse late assignments. Each teacher must agree to sign this form in order for your absence to be excused.

Class	Teacher	Teacher Signature
1st Hour:	_____	_____
2nd Hour:	_____	_____
3rd Hour:	_____	_____
4th Hour:	_____	_____
5th Hour:	_____	_____
6th Hour:	_____	_____
7th Hour:	_____	_____

Step 4: After all of your teachers have signed this form, see your Guidance Counselor. The Counselor must agree to sign this form in order for your absence to be excused.

Counselor Signature: _____

Step 5: After steps 1 – 3 have been completed, see the High School Secretary. The Secretary must verify this scheduled visit.

Secretary Signature: _____

Step 6: Take this form with you on your college visit. Have the admissions representative sign it.

College Admissions Representative: _____

Step 7: ** Return this form to the High School Office the day your return to school. **