

Westwood Schools College Visitation Day Request Form

Name of Student _____

Date of Visit _____

College _____

The school allows one college visitation day for Juniors and Seniors under the following guidelines:

- An official visit/tour must be set-up, either by the student/parent or the counselor
- Students must obtain a College Day Visitation Form from the counselor to be signed by each of the student's teachers. This form must be turned in to the counselor before the visit.
- Students must bring a verification letter from the college visited to the counselor upon returning to school. Failure to do so will result in an unexcused absence.
- No visits will be allowed immediately before or after a school holiday without prior approval.
- Students are not allowed to miss a major test or exam to make a college visit. Teachers have the right to not excuse a student from their class for a college visit.
- If all guidelines are followed, the visit will not be counted as an absence.
- Visitations should be made prior to March 1.

1st period teacher _____

2nd period teacher _____

3rd period teacher _____

4th period teacher _____

5th period teacher _____

6th period teacher _____

7th period teacher _____

Counselor's signature _____

Parent's signature _____

