

# 2008-2009 COLLEGE/SCHOOL VISIT FORM

## **INSTRUCTIONS:**

1. A parent/guardian should complete Section One.
2. Student should ask each teacher/coach of a class/event that will be missed to sign in Section Two. Teachers may refuse permission if a student is not in good class standing.
3. After Sections One and Two are COMPLETED IN FULL, student should bring the form to his/her Guidance Counselor.
4. If completed correctly, Guidance Counselor will sign and forward form to the Assistant Principal for approval.
5. **Failure to complete each step properly at least one day in advance of the trip will result in student being absent without a note.**

## **SECTION ONE: PARENTAL PERMISSION**

Today's Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

has my permission to go on a visit to \_\_\_\_\_

\_\_\_\_\_

Date of Trip

\_\_\_\_\_

Parent's Printed Name

\_\_\_\_\_

Parent's Signature

## **SECTION TWO: TEACHER/COACH APPROVAL**

Block	Subject	Teacher Signature
A	_____	_____
B	_____	_____
C	_____	_____
D	_____	_____
E	_____	_____
F	_____	_____
G	_____	_____
H	_____	_____
Sports	_____	_____
Extracurricular	_____	_____
Work Study	_____	_____

\_\_\_\_\_

Guidance Counselor's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Assistant Principal's Signature

\_\_\_\_\_

Date

Circle one - Visit #1 Visit #2 Visit #3