



## Planned College Visitation

**Name** \_\_\_\_\_ **Program** \_\_\_\_\_ **College** \_\_\_\_\_

**Contact** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Appointment Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Teachers:** Please note that students should obtain from you the assignment(s) they will miss. Those assignments are to be completed and turned in to you within two days (same as an excused absence).

	Teacher Signature	Course
Per 1		
Per 2		
Per 3		
Per 4		
Per 5		
Per 6		
Per 7		
Per 8		
Per 9		

“I agree to complete and submit through electronic means the Planned College Visitation Form and such other forms, documents, and questionnaires as the school district may require.”

**Parent Signature** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Pursuant to R.C. 1306.01 to 1306.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of the Planned College Visitation Form in an electronic format. Under Ohio law, an electronic record and signature satisfies applicable legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form.

*This form must be submitted to the Attendance Office before the college visit.*

**Excused:**

Attendance Office

Administrator Initials



## **Planned College Visitation**

In order to qualify for an excused college visitation day, the following procedures must be met:

- The student must be in good academic and disciplinary standing.
- The student must have a minimum GPA of 2.0.
- The college visitation must be made with an appropriate school/college representative.
- The student must have parental approval.
- Only two (2) students will be excused for a college visit on the same day.
- The Guidance office must be in receipt of the completed form from the student before the visit.
- Please note that students should obtain from teachers the assignment(s) they will miss. Those assignments are to be completed and turned in within two days (same as an excused absence).

***A college visit should not be scheduled during a school day if other options are available such as a Saturday visit or a visit scheduled when school is not in session.***