

2018-2019 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	_____	_____

Sports _____

Extracurricular _____

Work Study _____

Guidance Counselor's Signature

Date

Assistant Principal's Signature

Date