



**MHS NOTIFICATION OF INTENT TO VISIT A COLLEGE**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of College \_\_\_\_\_ Date \_\_\_\_\_

**GUIDELINES:** *(All college visits should be completed prior to the end of Spring Break)*

1. Juniors and Seniors are allowed **TWO VISITS** per Academic Year for college visitation.
2. Top portion of this completed form must be returned in the Attendance Office **at least ONE (1)** day prior to the visit.
3. The attached college visit verification form must be turned in to the Attendance Office within **THREE (3) days** of returning from the college visit or the absence is unexcused. **NOTE: The form must be accompanied by an Official College Stamp or Letter on College letterhead confirming the visit.**
4. The absence will be marked as **UNEXCUSED** until the official documentation is returned. You will still receive the automated call/email regarding the absence on the day of the visit.

**SIGNATURE OF TEACHERS**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_

Student's Signature	Date	Parent's Signature	Date
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Cut on Dotted Line – Turn in top portion of form to the Attendance Office at least one day before the visit – Cut on Dotted Line

**VERIFICATION OF COLLEGE VISIT**

**(Turn in bottom portion of form along with stamp or letter to Attendance Office within three (3) days of visit)**

Student's Name \_\_\_\_\_

Date of College Visit \_\_\_\_\_

College/University Visited \_\_\_\_\_

Have a College Official provide an **OFFICIAL COLLEGE STAMP** below or attach a **LETTER on LETTERHEAD** confirming the visit. We **DO NOT** accept business cards, parking passes or confirmation emails as verification of the college visit.