

# College Visit Request Form



**Christian Academy Schools**  
2151 W. Russell Rd. Sidney, Ohio 45365  
Phone: 937-492-7556 Fax: 937-492-5399

## COLLEGE VISITATION DAYS

College visitation days are encouraged for 11<sup>th</sup>-12<sup>th</sup> grade students and their families to visit out-of-area colleges and universities for the purpose of appointments with admissions, financial aid, and other departments. College visitation days are excused absences if the following criteria are met:

- The student is maintaining an overall "C" average or better and not failing any class.
- The student is not on academic or behavior probation.
- The student does not have a record of excessive tardiness or absences. Students may not have exceeded 8 tardies or absences, except for excused absences attributed to extended illness or other extraordinary circumstances.
- Be accompanied by a parent/guardian.
- Bring substantiation of the visit upon returning to CAS. (Most admissions departments have a prepared form which they can sign and give to the student at the completion of the visit.)

To initiate a college visit the student and/or parent must complete a College Visit Form. (Due dates for homework, tests, and assignments are to be arranged with the teacher *at the student's initiative before the student departs for the college visit.*) The student must submit the completed form to the Guidance Counselor at least 48 hours prior to the requested date(s).

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Day/Dates of visitation: \_\_\_\_\_

College name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

***Form must be turned in AT LEAST 48 hours in advance of the planned visit day, to be considered an excused absence.***

<b>Office use only</b>		
Approved _____	Disapproved _____	Signature _____
Comments		