



**Elder High School**  
**3900 Vincent Ave.**  
**Cincinnati, Ohio**  
**45205**  
**(513) 921.3744**

\*Please Note : Parents and/or student's should contact the counselor to discuss their plans for college visits. We urge you to make any college visit during the first three quarters of the school year. College visitations which must be made during the fourth quarter because of extenuating circumstances may be made only after consulting with the counselor and with the permission of the principal.

## College Visitation Form

If you are going to be visiting a college (for any reason) during school hours, you **MUST** complete this form. Please follow these directions:

- 1) Complete this form with Teacher Names and Subject Areas
- 2) Have each Teacher acknowledge your impending absence by signing by their name.
- 3) Have your Parent/Guardian sign the form.
- 4) Have your Guidance Counselor sign the form.
- 5) Turn in to the Main Office to have the Principal sign the form.

**STUDENT NAME:** \_\_\_\_\_ **STUDENT #:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_ **DATE OF VISIT :** \_\_\_\_\_

Arrangements must be completed at least three days prior to the date of the visit. It is understood that the student is responsible for making up all work that is missed during this time.

Pd.	Teacher	Subject	Teacher Signature	Comments
1				
2				
3				
4				
5				
6				
7				

**FOR OFFICE USE**

- This will be counted as an absence from school.
- This will not be counted as an absence from school.

Parent Approval : \_\_\_\_\_

Counselor Approval : \_\_\_\_\_

Principal Approval : \_\_\_\_\_

Date : \_\_\_\_\_