

# GATEWAY

## COLLEGE VISIT REQUEST FORM

Please complete, sign and return this form to the Attendance Office, at least **1 week prior** to leaving campus to visit a College, University, or Institute. Signatures are needed from parent or guardian, teachers, and students.

Please bring documentation of your visit to the Attendance Office, upon return to Gateway. Types of acceptable documentation include signatures from Admissions Officer, Financial Aid Officer, Campus Tour Guide, Department Advisor, etc.

Once this documentation is returned to the attendance office, the absence will be coded to not count against your absences. Juniors and Seniors are allowed a maximum of two college days per school year.

\_\_\_\_\_, grade \_\_\_\_\_, has my permission to visit  
Print Student's Name

\_\_\_\_\_ on \_\_\_\_\_  
College/University/Institute Date of Visit

\_\_\_\_\_  
Signature of Parent or Guardian

Period 1 _____	Period 5 _____
Period 2 _____	Period 6 _____
Period 3 _____	Period 7 _____
Period 4 _____	Period 8 _____

\_\_\_\_\_  
Signature of Student      Date