

# Cypress Ranch High School



## College Visitation Request Form 2019-2020

Students are allowed a total of four college days; two to use in their Junior year and two to use in their Senior year. Students must obtain a College Day Request Form prior to the visit, from the attendance office, and return this form as instructed in order to have the excused college day granted. The student, parent, attendance secretary and institution must complete this form along with an official college seal. If a seal is not available, documentation on letterhead must accompany college visitation request form.

### ***Part I – To be completed by student and parent***

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Grade \_\_\_\_\_

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

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

### ***Part II- Student secures the appropriate signature and seal from the college and returns this form to the Attendance Office***

College Representative Printed Name \_\_\_\_\_ Title \_\_\_\_\_

College Representative Signature \_\_\_\_\_ Date of Visit \_\_\_\_\_

#### **College Seal or Stamp**

If no Stamp or Seal, the  
Letterhead should be  
Attached behind this form.

### ***Part III – High School Office Use Only***

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Attendance Secretary

Date