

Mansfield Christian School Secondary
Permission and Procedure for College Visit

College Visit Procedure:

College Visits are an important part of the decision-making process of choosing a college for your student. Parents and students are encouraged to explore various colleges and universities throughout the student's high school years. It is recommended the student plan at least 2 visits during junior and senior years of high school. To ensure that a "College Visit" is not charged as an "absence" in the student attendance records, it is important that the student do the following:

1. Make an appointment at the College Admission's Office at least two weeks prior to the visit.
2. Attend at least one class at the college visited.
3. Return this form to the Secondary Office after your College Visit to be recorded correctly on your attendance record. Without this form your absence will be counted against your attendance. Forms will not be accepted more than 7 days after the visit for timely record keeping.

✓ **Parental Permission:**

Name of Student: _____ **Date of visit:** _____

Name of College/University: _____

I give my permission for my student to attend a scheduled College Visit to the above-mentioned College/University on the above-mentioned date. I further understand this will not be an MCS supervised activity, and the student will furnish his/her own transportation.

Parent/Guardian Signature

Date

✓ **MCS Teacher Sign Off:**

Students are expected to notify **each** of their teachers of their scheduled date of absence for the College Visit. The recommended time of notification is 2 weeks prior. Students should be aware that any arrangements for missed assignments, quizzes or tests are at the discretion of each teacher.

TEACHERS: Initialing below signifies that you **approve** this student to miss your class & arrangements have been made for any missed assignments, tests or quizzes on the scheduled date of absence.

Period 1 ____ **Period 2** ____ **Period 3** ____ **Period 4** ____ **Period 5** ____ **Period 6** ____ **Period 7** ____

✓ **Verification of College Visit:**

Please provide one of the following as verification of your student's College Visit:

1. College or University Agenda from the day of the visit.
2. Photo of student with identifying sign or marker of the College or University visited.
3. Signature from College Admissions Representative & Title

Signature of Representative

Title

✓ **MCS Personnel Approval:**

Guidance Counselor/Principal

Attendance Secretary