

**RIDGEFIELD PARK HIGH SCHOOL
Guidance Department**

Guidelines to College Visitations

1. Student must have made an appointment through the admissions office of the college they will be visiting.
2. This form **must** be completed and submitted **no less than 24 hours prior** to your guidance counselor for approval. Your counselor will then notify attendance of your absence.
3. Documentation from the college that verifies the visitation took place on the date listed below **must** be submitted. The documentation must be submitted **within 2 school days** of the college visit to Mrs. Gaguski in the Main Office.
4. Once all of the above steps have been completed, the absence may be excused. Three college visitation days will be excused. Any additional college visitation days will be unexcused and count toward the fifteen unexcused absences permitted by the attendance policy.

College Visitation Form

I, _____, give _____ permission to
 Parent /Guardian Student

visit _____ on _____.
 College/School Date

Required Signatures:

Parent/Guardian

Student

Guidance Counselor

*Parental signature is required regardless of student’s age.