

CYPRESS WOODS 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