



Gladwin High School Guidance Office

1400 N. Spring Street

Gladwin, MI 48624

Phone: (989) 426-8112 Fax: (989) 426-6031



Judy Grove *Guidance Counselor*
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Karen Muma *Guidance Counselor*
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Karen Thorne *Records Secretary*
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COLLEGE VISIT VERIFICATION FORM

College visitation will be considered school related absences for students with **Junior or Senior status**, but are limited to **two visits per school year**. This completed form serves a written verification of the visitation appointment and must be **received by the attendance office within 3 days of the visit** in order to be considered school related and NOT count toward the attendance limit.

STUDENT: _____ CURRENT GRADE: _____

I plan to visit _____ College/University on this date _____.

I understand that this privilege does not exclude me from class assignments.

Student Signature

Date

Parent Signature

Date

Please notify your teachers of your intent to go on a college visit. Before bringing the form to your guidance counselor for a signature, write the names of the classes you would normally have on the day of your absence below and collect your teacher's initials for each class. Please make arrangements in advance regarding any assignments or tests you will miss.

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Guidance Counselor Signature

College Admissions Counselor:

Gladwin High School enforces a strict attendance policy. In order for this college visit to be an officially excused day we are requesting a business card be attached and your signature for attendance verification.

Sincerely,

GHS Guidance and Counseling Department

The student listed above did visit our campus today.

Admissions Counselor Signature

Phone

Date