

**RICHLANDS HIGH SCHOOL**  
**College Visitation Form**



**BEFORE you attend your college visit...**

- 1) Complete this form with all required signatures.
- 2) Take completed form to the Guidance Office.
- 3) Upon return of your visit you must bring back proof of the visit such as a business card of a college representative (with a date and signature from the representative). If you meet with a coach, you can turn in their business card with a signature and date.
- 4) This proof must be given to the Guidance Office so your absence can be marked as an "EXCUSED" absence.

**COLLEGE VISIT REQUEST- fill out completely and turn in before your visit!**

Student Name (PRINT): \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Name of College: \_\_\_\_\_

Who is attending with you? \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Period	Class	Teacher Signature
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

After you have collected all signatures and information above, please turn this form into the Guidance Office.  
Don't forget to see steps 3 and 4 at the top!