



Lake Oconee Academy  
1021 Titan Circle  
Greensboro, Georgia 30642

706-454-1562  
www.LakeOconeeAcademy.org

## College Visitation Request Form

(for juniors and seniors only- maximum of **three (3)** per year)

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. You are welcome to make arrangements on your own or the College Counselor will be happy to assist.

In order to have a college visit be counted as an **excused absence**, this form requesting permission to make a college visit must be completed and submitted to an administrator **prior** to the visit. If approved, the form will be returned to the student and must be completed by an appropriate college representative. Failure to have the form preapproved before the visit or completed by a representative could result in an **unexcused absence**.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) Requested to Visit College \_\_\_\_\_

College to Be Visited \_\_\_\_\_

Address and State of College \_\_\_\_\_

With whom did you make the appointment? \_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Phone Number

Who will be attending the college visit with you? \_\_\_\_\_

**If Approved, I understand my child will be absent from school on the requested day and is doing so with my permission**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

H.S. Administrator's Approval \_\_\_\_\_

College Official's Name/Title \_\_\_\_\_

Signature of College Official

\_\_\_\_\_

Date(s) of Visit

\_\_\_\_\_

Phone Number

**THIS FORM MUST BE RETURNED TO THE COLLEGE COUNSELOR OR ADMINISTRATOR WITHIN FIVE (5) SCHOOL DAYS OF THE ABSENCE(S) TO BE COUNTED AS AN EXCUSED ABSENCE**