



Gilbert Christian High School College Visit Request Form

PLEASE NOTE: All approval signatures must be secured PRIOR to any schedule commitments, and submittal of this form must be made to the office **five (5) days** before the planned absence. Current academic performance is taken into consideration when approving or denying this request.

Student Name: _____ Grade: _____ Today's Date: _____

Name of college(s) to be visited: _____

Date(s) of planned visit: _____

Parent Signature: _____ Date: _____

Parent Email (where notification should be sent): _____

School Year _____ College Visit Request Number _____

***PLEASE RETURN THIS FORM TO:**

1. GCHS College Advisor (Mrs. Lang) Signature: _____ Date: _____
2. GCHS Administrator Signature: _____ Date: _____
3. Front Office completed the following on: _____
 - Parent was notified by email of approval/denial.
 - If approved, "CV" was entered into FACTS.
4. Scan and email completed form to the Registrar's Office.

College visit requests must be submitted at least 5 days before the planned visit. The College Visit Request Form must be turned in to the College Advisor (with the parent's signature). The days allowed are as follows: Sophomores (10th) 2 days; Juniors (11th) 3 days; Seniors (12th) 4 days. Any additional college days over the limit are treated as normal absences. College visits are a privilege. All students will be evaluated on their academic status, and poor academic standing may lead to a denial of a college visit if it is deemed detrimental to a student's academic success. Students are responsible for turning in all assignments that were assigned and covered prior to their absence, before they leave for a college visit. All assignments and assessments covered while away will need to be completed and turned in within one day of returning.