



# Gilbert Christian High School

## College Visit Request Form

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.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of college(s) to be visited: \_\_\_\_\_

Date(s) of planned visit: \_\_\_\_\_

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

Parent email: \_\_\_\_\_

**Please return this form to the front desk.**

School Year: \_\_\_\_\_ College Visit Request Number: \_\_\_\_\_

1. GCHS College Advisor (Mrs. Lang) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Front Office completed the following on:

- ☐ Parent notified by email of approval/denial
- ☐ If approved, "CV" was entered in FACTS
- ☐ Return to Counselor

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. 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.

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