

## College Visit Attendance Verification Form

All sections of this form must be completed, and all required documentation must be attached for the form to be considered valid. After visiting the college or university, the student must return this completed form and all supporting documentation to the campus attendance office within **five (5) school days** of returning to school. Once the completed form and documentation are received and verified, the student's attendance code will be changed to College Visit. **This absence will not count against exemptions, perfect attendance, or denial of credit.** Students are responsible for contacting their teachers to arrange and complete all make-up work missed during the college visit. All make-up work must be completed within timelines established by campus and classroom procedures.

### Student Information

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_ Campus: \_\_\_\_\_

### College Visit Information

College/University Visited: \_\_\_\_\_ Date(s) of Visit: \_\_\_\_\_

### College Visit Verification Requirements

Per Klein ISD Board Policy, all juniors and seniors are permitted up to two (2) college visit days per school year. During each visit, the student must obtain verification of the visit from the college or university. The student must attach documentation from the college or university verifying the date and time of the visit. Acceptable documentation includes, but is not limited to:

- An official letter or email from the college or university
- A visit confirmation email or registration receipt
- A campus tour confirmation
- A brochure or program from the visit
- An official college seal or stamp
- A signed verification form from the college or university

College Recruiter Signature \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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