

Robertsdale High School



P.O. Box 69

Robertsdale, Alabama 36567 Phone: 251-947-4154

Date

Student Name

Grade

Mr. Sharp,

I would like to request your permission to visit a postsecondary college or university during school hours.

Day & Date of College Visit

Name of College

I understand that I should request permission at least one week in advance and am required to bring back proof of the visit. I further understand that if approved, this absence will be coded as an excused absence from school. Thank you.

Student Signature

Parent Signature

Suggestions for the visit if other than a college preview day:

- Contact the college representative one month in advance to schedule the visit.
- Arrange for a tour of the school including a visit to a classroom while in session.
- Schedule an appointment with an admissions representative. Bring a transcript.
- Schedule an appointment with a financial aid adviser.
- Schedule a visit to the college department of your major if already decided.
- Walk around the campus and take note of the student morale and helpfulness.
- Pick up copies of the campus newspaper.
- When you get home, write down your impressions and put into a college folder.