

# WEST CHESTER AREA SCHOOL DISTRICT

No. 204AG2

ADMINISTRATIVE GUIDELINE

APPROVED: November 28, 2016

REVISED: 10/28/2019

## 204AG2 College and Career Visit Permission/Verification Form

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

COLLEGE/UNIVERSITY VISIT
Name of College/University:
Date of Visit:
Parent/guardian Acknowledgement ( <b>signature</b> ):
Principal: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (or designee) <u>Reason:</u>
<b>Signature:</b>
Visit Verification: College Representative <b>signature:</b>

EMPLOYER VISIT
Name of Company:
Date of Visit:
Business Sponsor Name:
<i>Students must provide a copy of valid (within 5 yrs.) business sponsor clearances (PA Child Abuse, PA Criminal History, and FBI Fingerprinting) to qualify as a school approved activity.</i>
Parent/guardian Acknowledgement ( <b>signature</b> ):
Principal: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (or designee) <u>Reason:</u>
<b>Signature:</b>
Visit Verification: Business Sponsor <b>signature:</b>

### AFTER VISIT:

#### College/University Visit:

Return completed form directly to the ATTENDANCE OFFICE

This form must be:

1. Signed by a parent/guardian and preapproved by the building principal or designee prior to the visit date.
2. Signed by a representative of the college.
3. Submitted to the attendance secretary within 3 days of returning from the visit.

*Students must follow Steps 1-3 to avoid an unlawful absence.*

#### Employer Visit:

Return completed form directly to the COUNSELING OFFICE

This form must be:

1. Signed by a parent/guardian and preapproved by the building principal or designee prior to the visit date.
2. Signed by the business sponsor.
3. Submitted to the counseling office with copy of valid (within 5 yrs.) business sponsor clearances (PA Child Abuse, PA Criminal History, and FBI Fingerprinting) within 3 days of returning from the visit.

*Students must follow Steps 1-3 to avoid an unlawful absence.*