

Shelbyville High School

2003 S. Miller Street
Shelbyville, IN 46176
317-398-9731



Office of
Kathleen Miltz, Principal
Michael Gaines, Assistant Principal
Sarah Wheeler, Assistant Principal

Pre-Approved College Visit

NAME OF STUDENT

DATE OF VISIT

NAME OF COLLEGE/UNIVERSITY

AGREEMENT FOR COLLEGE VISIT

(Students are allowed two free absences for College Visits per year)

In order for a college visit to be considered an excused absence that does not count against the student, the following must occur:

- The student must notify the front office and his/her guidance counselor of the college visit three school days prior to the date of visit.
- Before the date of the visit, signatures of parent, guidance counselor, and administration must be completed.
- It is the student’s responsibility to notify their teachers of the planned visit. All class work, projects, tests, etc. are due upon return to school unless prior arrangements are made with the teacher(s).
- The University/College portion of the form must be completed and returned to the front office within 2 school days after the visit.

I/we accept full responsibility as described in the above agreement for college visit.

Parent/Guardian Signature

Student signature

Counselor Signature

Administrator Signature

Information below be completed by College/University Office of Admission

University/College Contact Person: _____

Phone: _____ Email: _____

Contact’s Signature: _____ Date: _____