



HIGH SCHOOL VISIT REQUEST

Eighth grade students are encouraged to visit the high schools that they are interested in attending. This provides students with a wonderful opportunity to experience what takes place in high school over the course of a day. Students return to Villa with a better sense of whether or not the school visited meets their needs. Students are permitted three excused absences to attend high school visits. We recommend students use one of the fall conference days for visiting high schools.

Prior to the student's visit to the high school, students must do the following:

- Complete and submit this signed form to the Main Office
- Meet with each teacher to receive the homework that will be missed
- Submit any work due the day of the high school visit to teachers before the visit, if possible. If a teacher deems this impossible, the assignment is due on the day the student returns to school.

When you return to Villa:

- Submit work due upon your return
- Submit work assigned during your absence

Adequate prior notice is necessary for the teachers and administration to ensure that the visits do not disrupt academic progress. Please complete this form and return it to the Main Office FIVE DAYS PRIOR to your visit. When you follow the procedure outlined above, up to three visits will not count against your attendance record. Thank you.

Student's name: _____ **Date of visit:** _____

School visiting: _____

Parent's signature: _____

Student's signature: _____

Middle School Director's signature: _____

Please complete both sides of this form and return to the Main Office at least five school days before your visit.

Each of your teachers must sign below to acknowledge notification of your absence and a conversation about your assignments. Please initiate this form in plenty of time for you to talk with each of your teachers.

TEACHER NOTIFIED	DATE	MATERIALS FOR THIS CLASS GATHERED	CHECKED PS FOR THIS SUBJECT BEFORE LEAVING	TEACHER COMMENTS
ART				
MUSIC				
DRAMA				
PE				
FOREIGN LANGUAGE				
ENGLISH				
SOCIAL STUDIES				
MATH				
SCIENCE				
RELIGION				

Be sure to complete both sides of this form and return it to the Main Office before you leave school. Thank you.