

## COLLEGE MEETING PERMISSION FORM

**STUDENTS:** Before attending a college meeting in the guidance office, you will need permission from your teacher to miss class time. If the time of the visit affects two blocks, you will need permission from both teachers to miss part of each class. Once you have obtained their signature(s), please bring the form to Guidance. Our Guidance Secretaries will then sign on the bottom and the form then becomes your pass out of class on that day.

**TEACHERS:** The following student would like your permission to attend a college visit in the guidance office because he/she may miss part or all of your class. We ask that the student give you at least 24 hours notice and we remind them that they are responsible for any class work missed. After your approval, guidance will sign and then the form becomes their pass out of class for them to present to you on the day of the visit.

Student Name: \_\_\_\_\_

College Visit Date and Time: \_\_\_\_\_  
Date/Time Letter Day/Block

Teacher Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Guidance Signature: \_\_\_\_\_

**STUDENTS: PLEASE REMEMBER THAT ONCE ALL SIGNATURES ARE OBTAINED, THIS BECOMES YOUR PASS OUT OF CLASS, AS WELL AS YOUR ENTRANCE INTO THE COLLEGE MEETING.**