

**RIDGEFIELD PARK HIGH SCHOOL  
School Counseling Department**



Guidelines to College Visitations

1. Students must have made an appointment through the admissions office of the college they will be visiting.
2. This form **must** be completed and submitted **no less than 24 hours prior** to your school counselor for approval. Your counselor will then notify attendance of your absence.
3. Documentation from the college that verifies the visitation took place on the date listed below must be submitted. The documentation must be submitted **within 2 school days** of the college visit to Mrs. Gaguski in the Main Office.
4. Once all of the above steps have been completed, the absence may be excused. Three college visitation days will be excused. Any additional college visitation days will be unexcused and count toward the fifteen unexcused absences permitted by the attendance policy.

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College Visitation Form

I, \_\_\_\_\_, give \_\_\_\_\_ permission to  
Parent /Guardian Student  
visit \_\_\_\_\_ on \_\_\_\_\_.  
College/School Date

**Required Signatures:**

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student

\_\_\_\_\_  
School Counselor

**\*Parental signature is required regardless of the student's age.**

November 2023