



921 JORDAN STREET  
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www.loyolaprep.org

### Loyola College Prep College Visit Request Form

This form must be completed and returned with Parent Signature to Mrs. Johnson for approval and then submitted to the front office at least two days prior to absence.

College visits will NOT be excused without this form. For college visits requiring plane tickets or advance travel preparation, this form should be submitted for approval PRIOR TO making reservations. You are still required to bring back documentation proving that you were at the college tour. **Only in certain circumstances and/or named events (i.e. Accepted Student Day) will college visits be approved during the three weeks before exams in December and/or May.**

A copy of this form will be sent to the Director of College Placement so she will stay up-to-date on your college search process.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of College(s) that you are planning to visit \_\_\_\_\_

Dates/Class Periods you plan on being absent \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Total days used for college visits to date: \_\_\_\_\_

Total number of absences this school year to date: \_\_\_\_\_

\_\_\_\_\_  
Assistant Principal

\_\_\_\_\_  
Date

Comments: