

**SCHOOL OF EDUCATION**  
**Janeen P. Witty, Ph.D., Dean**  
**Gary Callahan, Ph.D., Assistant Dean**

**STUDENT STATEMENT UPON VISITING THE SCHOOL OF EDUCATION**

**DATE:** \_\_\_\_\_

**BACKGROUND:**

My name is \_\_\_\_\_. My SSN is \_\_\_\_\_.

I am a freshman/sophomore/junior/senior/transfer/special/prospective/student (**circle one**)  
majoring in \_\_\_\_\_. My advisor is Dr./Professor \_\_\_\_\_.

I last visited my advisor on \_\_\_\_\_ (**date**), and have/have not (**circle one**)  
contacted my advisor and/or Department Chair about my current problem before visiting the  
School of Education.

**REASON FOR MY CURRENT VISIT:**

The reason for visit today is (**Circle A or B**)

A. *I have an academic reason for this visit:*

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B. *I have a personal/family or emergency reason for my visit: A family or personal situation  
requires that I may need an extended leave from classes. The circumstances are:\_\_\_\_\_*

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**MY REQUEST OF YOU IS THE FOLLOWING:**

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**MORE INFO ON BACK**

**IF THERE IS A NEED TO CONTACT ME:**

**By telephone:**

My home/dorm telephone number is \_\_\_\_\_.

My permanent home telephone number is \_\_\_\_\_.

Please call me after \_\_\_\_\_ (fill in a time) on \_\_\_\_\_ (the date we may call).

**By e-mail:** My e-mail address is: \_\_\_\_\_.

**By regular mail, please use the following address:**

Street Address:	Apt #
P. O. Box:	
City and State:	Zip:

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**OFFICE USE ONLY (comments):**

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