Please have this form completed before obtaining parent signature.

FORMS MUST BE RECEIVED BY ATTENDANCE OFFICE 5 DAYS PRIOR TO COLLEGE VISIT.

ATTENDANCE POLICY INFORMATION

Pending approval and PROOF THAT YOU HAVE VISITED THE COLLEGE, college visitation days being requested will not count in the student’s total absences from school and will be considered the same as an explained absence. Unapproved days for college visits will count in the student’s total absences from school.

Name ______________________________ Grade______Current Date______

Parent/Guardian_________________________________ Phone No.____________

College(s) to be visited and location_____________________________________

_______________________________________________________________

Specific Dates to be absent from school_________________________________

TEACHER REPORT:

Period | Comment/Recommendation | Current Grade | Teacher Signature
---|---|---|---
1 | | | |
2 | | | |
3 | | | |
4 | | | |

PARENT'S ACKNOWLEDGEMENT: I have reviewed this form and understand my child’s academic and attendance status. I realize these days will not be considered absences if approved by an administrator; however, I also understand the implications related to loss of course credits for unexcused days.

_______ I have attached correspondence relating to the college visit.

_______ There has not been any correspondence pertaining to request.

Signature (Parent/Guardian) / Date

OFFICE INFORMATION

Student’s days absent _______ tardy _______ suspended _______

Comments _____________________________________________

Approved _______ Not Approved _______ Attendance Secretary / Date
COLLEGE VISITATION
VERIFICATION LETTER

To Whom It May Concern:

The following student, ____________________________, has permission to visit your college on ______________________.

Your signature on this paper acknowledges that the student named above visited your college today.

______________________________
Print Name

______________________________
Position

______________________________
Signature

______________________________
Phone number or email