

DATE: _____

_____ is to be excused from school on
(name)

_____ to visit _____
(date) (college)

with the agreement that the work to be missed will be completed prior to the absence.

Student's signature

Parent's signature

Principal's signature (after visit)

Attendance (after Principal)

TEACHER SIGNATURE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Students that plan to visit the college or university of their choice are encouraged to do so on the days scheduled for teacher in-service. Senior and Juniors who are unable to schedule visits on in-service days may take a maximum of two days. Permission must be obtained from each of his/her classroom teachers one week before the day of the scheduled visit. In order for a college day to be approved by the principal, a verification letter (on official letterhead) from the college is required upon your return for the college visit to be excused. Days spent visiting college campuses are considered excused when the proper procedure is followed. Students need to bear in mind that these absences count towards the excessive absence policy. The deadline to take a college day is May 1st.