Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College or University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Students are strongly encouraged to visit a variety of colleges and universities. **2 excused college visitation days are given to Seniors and 1 day for Juniors.**

In order for college visit to be **approved**, this request must be received by the office **one week** prior to the absence. These absences will not count against a student’s attendance.

Students are required to bring in the attached form after the visit in order for the absence to be **excused**.

Students must obtain class assignments before a college visit absence. Students remain responsible for missed work. All testing, due dates, etc. should be met before the absence.

|  |
| --- |
| For Office Use Only  Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Turn completed form in to Mrs. Meyer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

(student name) (college or university)

\_\_\_ / \_\_\_ / \_\_\_\_\_\_\_.

(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature of college representative) (college or university job title)

Return this form, signed, to Mrs. Meyer after your college visit