



This form is required to be completed and submitted for approval of any planned absence due to a college visit. To request a college day, the form must be submitted for final approval 2 days in advance. Student is requested to provide verification of visit from the college or university upon return or absence will be unexcused.

STEP ONE

STUDENT: _____ GRADE: JUNIOR SENIOR

TODAY'S DATE: _____ DATE(S) OF ABSENCE: _____

REASON FOR VISIT: _____

DESTINATION: _____

TO THE PARENT: In this space, write specific details of your child's upcoming college related absence.

The student and parents understand that all work and/or tests are to be completed BEFORE the student leaves school (unless teacher specifies otherwise). The student is also expected to be caught-up by the day he/she returns to class. Necessary details are to be worked out between the student and teacher. Also, the student must bring verification of visit from the college to be granted a college day.

PARENT'S SIGNATURE: _____

STUDENT'S SIGNATURE: _____

STEP TWO

MRS. SMITH'S SIGNATURE: _____

STEP THREE

Teacher's Initials	Class	Teacher's comments (if any)
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____
_____	Missed work due: <input type="checkbox"/> BEFORE <input type="checkbox"/> DAY OF RETURN <input type="checkbox"/> OTHER: _____	_____
_____	_____	_____

STEP FOUR

FINAL APPROVAL: **APPROVED** **DENIED**

ACADEMIC OFFICE SIGNATURE: _____

OFFICE USE ONLY

Copy

of form in student file **Date:** _____ **Initials:** _____

Verification from College Received **Date:** _____ **Initials:** _____

Recorded as CD **Date:** _____ **Initials:** _____