

**College Visit Approved Absence Form 2021-2022**  
**The Brook Hill School-Upper School**

**To request a "College Visit Approved Absence":**

- Complete "Step One" through "Step Five".
- Turn in form at least three (3) *school days* before requested college visit or absence will be unexcused.
- Documentation from college verifying visit is required ("Step Six") or absence will not be excused.
- Juniors (11<sup>th</sup> grade) and Seniors (12<sup>th</sup> grade) are allowed three approved days per year.
- College visit approved absences are at the discretion of the administration.

**Step One**

<b>Student:</b> _____	<b>Grade:</b> _____
<b>Today's date:</b> _____	<b>Date(s) of absence:</b> _____
<b>College(s) visiting:</b> _____	
<b>Reason for visit:</b> _____	
<p><i>The student and parents understand that all work and/or tests are to be completed BEFORE the student leaves school (unless teacher specifies otherwise). <b><u>The student is expected to be caught-up by the day he/she returns to class.</u></b> Necessary details are to be worked out between the student and teacher. <b><u>Please note, the student must bring verification of visit from the college to be granted a college day.</u></b></i></p>	
<b>Parent's signature:</b> _____	<b>Date:</b> _____
<b>Student's signature:</b> _____	<b>Date:</b> _____

**STEP TWO**

<b>UPPER SCHOOL OFFICE:</b> <i>Melissa Adkins</i>	
Noted in RenWeb as an "unexcused absence" until documentation from college has been received.	
Attendance Clerk: _____	Date: _____

**STEP THREE**

<b>UPPER SCHOOL OFFICE:</b> <i>Bobby Brasher</i>	
Student is in good standing and is compliant with school regulations regarding attendance, tardies, etc.	
Dean of Students: _____	Date: _____

**STEP FOUR**

**CLASSROOM TEACHERS: (All grades must be 70 or above to be approved.)**

**A BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

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**B BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

\*\*\*\*\*  
**C BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

\*\*\*\*\*  
**D BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

\*\*\*\*\*  
**E BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

\*\*\*\*\*  
**F BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

\*\*\*\*\*  
**G BLOCK:** \_\_\_\_\_ Class \_\_\_\_\_ Current average \_\_\_\_\_ Teacher's initials

Missed work due:  BEFORE  DAY OF RETURN  Comments: \_\_\_\_\_

**STEP FIVE**

**US PRINCIPAL- ACADEMIC OFFICE: Michelle Rozell**

All grades are over 70 and student is in good standing.

Upper School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP SIX**

FINAL APPROVAL:  APPROVED  DENIED

Attendance Clerk Notes:

Documentation returned \_\_\_\_\_ Change made in RenWeb \_\_\_\_\_