**College Visit Approved Absence Form 2022-2023**

**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 (11th grade) and Seniors (12th grade) are allowed three approved days per year.
* College visit approved absences are at the discretion of the administration.

Step One

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_**

**Today’s date: \_\_\_\_\_\_\_\_\_\_\_ Date(s) of absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College(s) visiting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*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 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.* ***Please note,******the student must bring verification of visit from the college to be granted a college day.***

**Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

STEP TWO

**UPPER SCHOOL OFFICE: *Melissa Adkins***

Noted in VeraCross as an “unexcused absence” until documentation from college has been received.

Attendance Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

STEP THREE

**UPPER SCHOOL OFFICE: *Chad Grubbs***

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: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

STEP FIVE

**US PRINCIPAL– ACADEMIC OFFICE:** ***Matthew Beasley***

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 VeraCross **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**