

**AVON HIGH SCHOOL
COLLEGE/MILITARY VISIT FORM**

Students are allowed 2 excused college/military visit days per school year.

**This college visit form must be turned in via email to our Attendance Office at AHSAAttendance@avon-schools.org at least 5 school days prior to the absence. The following steps must be completed in the following order for your absence to be excused:*

1. Have your parent or guardian fill out and sign the form.
2. Return the form to the Attendance office via email at AHSAAttendance@avon-schools.org **5 SCHOOL DAYS IN ADVANCE OF THE ABSENCE.**
3. Pre-arranged college/military visits will not be approved on days the student's class(es) is scheduled for final examinations.
4. **An item/note with the students name and date from the college/military branch is REQUIRED to be emailed to the Attendance Office upon return to be excused from missed classes.**

STUDENT NAME: _____ **DATE OF VISIT:** _____

NAME OF COLLEGE: _____

PARENT/GUARDIAN SIGNATURE: _____

FOR OFFICE USE ONLY

COUNSELOR'S SIGNATURE: _____