

Instructions for College/Military Visit Form

1. Fill out your name, school/military branch to be visited and date of visit on this form.
2. Have all teachers on your schedule sign **prior** to day of college/military branch visit.
3. **Obtain official letter from the college/military branch documenting your visit.**
(The visitor center will provide this letter with your name and date on it.)
4. Sign student signature line.
5. Have parent sign signature line, even if you are 18.
6. Immediately upon returning to school, turn this form in, with official letter to Mr. Griffon's office.

Your absence will be coded College Day or Military Day and **will not** count towards exemptions.

*** Juniors and Seniors get 2 college days per year.

*** Military branch enlistment visits can be up to 4 days, but you must be 17+ years old.

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NANCY LOCKHART
Associate Principal
GLEN NEWSOM
Assistant Principal (A-Ek)
ASHLEY BIRMINGHAM
Assistant Principal (El-K)
PAUL TUCKER
Assistant Principal (L-Rh)
CHAD JONES
Assistant Principal (Ri-Z)
DELANEY LYON
Testing Coordinator/AP
ROBERT KOOPMANN
Athletic Director
SUSAN KIRKPATRICK
*Executive Director of Career and
 Technical Education*



FRIENDSWOOD HIGH SCHOOL

MARK GRIFFON
Principal

KELLY CAWTHORN
Counselor (A-Ek)
SHELBY WRIGHT
Counselor (El-K)
TONI BATISTE
Counselor (L-Rh)
MELISSA HICKMAN
Counselor (Ri-Z)
KRYSTAL FLETCHER
Lead Counselor
ABYGAIL KINARD
Student Support Counselor
NISHI ST. JOHN
Career & College Specialist

DATE: _____

_____ is to be excused from school on _____
 (name) (date)

to visit _____ with the agreement that the work to be missed will be
 (college or military branch)

completed prior to the absence.

 Student's signature

 Parent's signature

 Principal's signature (after visit)

 Attendance (after Principal)

TEACHER SIGNATURE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Students that plan to visit the college/university or military branch of their choice are encouraged to do so on the days scheduled for teacher in-service. Seniors and Juniors who are unable to schedule visits on in-service days may take a maximum of two (2) days for college/university (JRs/SRs only) or four (4) days to pursue military enlistment (Age 17+ only). Permission must be obtained from each of his/her classroom teachers prior to the day of the scheduled visit. **In order for a college or military day to be approved by the principal, a verification letter (on official letterhead) from the college or military branch is required upon your return for the college or military visit to be excused.** Days spent visiting college campuses or military branches are considered excused when the proper procedure is followed. **The deadline to take a college or military day is May 2nd.**