

# DERRY TOWNSHIP SCHOOL DISTRICT

## COLLEGE VISIT FORM



College Visit forms must be submitted at least 2 calendar days in advance of the visit

The *Pennsylvania Department of Education* classifies college or postsecondary institution visit, with prior approval as an excusable absence from school if the following conditions are met;

1. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
2. The student's participation has been approved by the superintendent or designee.
3. The adult supervising the visit is acceptable to the person in parental relation and the superintendent.

In order for a student to be excused for a college or postsecondary institution visit, parents/guardians must submit a written request to the building principal prior to the absence. Request must be submitted to the building principal a minimum of two (2) calendar days in advance of the visit.

Date of Request: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date(s) of Proposed Absence: \_\_\_\_\_

Name of adult directing or supervising the visit if other than Parent/Guardian: \_\_\_\_\_

Describe the Trip: Include the name of each institution and the purpose for the trip (example: tour, orientation, placement exams, etc...)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### DISTRICT/BUILDING USE

Date Received in School Office: \_\_\_\_\_

Total # of Absences to Date: \_\_\_\_\_

Total # of Unlawful Absences: \_\_\_\_\_

Total # of Days for this Request: \_\_\_\_\_

Total # of College Visit Days: \_\_\_\_\_

Decision:  Approved  Disapproved

Reason for Disapproval:  Excessive Absenteeism  Poor Academic Performance  
 Excessive Number of Travel/Visit Requests  State Assessment Testing Window  
 Other: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_