



COLLEGE DAY AUTHORIZATION

CCISD District Policy states that students are allowed two (2) excused absences during their Junior year and two (2) excused absences during their Senior year for the purpose of visiting accredited institutions of higher learning.

- ❖ *Students should submit completed form to request **prior approval** from their Assistant Principal and submit the form to the Attendance Office **two weeks prior** to the visit.*
- ❖ *Students must obtain a signed letter from the campus visited verifying participation in the visit on the date requested.*
- ❖ *Students will not be granted a College Visit Day during semester exams or during statewide assessment exams.*
- ❖ *For a pre-approved college visit to not affect exemptions for final exams, the above criteria must all have been met.*

TEA does not allow for travel time; those days may be excused but will affect exemptions.

Student Name _____ **Grade** _____

I am requesting permission to take a college visit day on _____. The college/university campus I am visiting is _____.

UPON MY RETURN, I WILL PROVIDE A SIGNED LETTER FROM THE COLLEGE CAMPUS VERIFYING MY VISIT ON THE ABOVE DATE.

Student Signature

Date

I am aware that my child will be visiting the above-referenced campus on the date shown above.

Parent/Guardian Signature

Date

I am approving this request for a college visit pending supporting documentation (signed letter from college on date of visit) that is brought back within 3 days of the visit.

Assistant Principal's Signature

Date

For Office Use Only – Documentation acceptable? Yes _____ No _____