



Mansfield High School

COLLEGE VISIT APPROVAL FORM

Juniors and Seniors are granted 2 excused absences for college or university visits with administrator approval prior to the visit. Students must see his/her administrator to complete this form prior to the visit and return it to the MHS attendance office along with verification of the college/university visit upon returning to school. The AP **MUST** sign the returned college/university verification form **PRIOR** to returning it to the MHS attendance office.

I _____, _____, _____ plan to
(Student Name) (ID#) (Grade)

visit _____ on _____.
(College or University) (Date of Visit)

I will miss _____ days of school. I have notified all my teachers of this visit and I have made plans to make up my work upon my return to school. I understand that I have 1 day for each day that I am absent to make up my work.

Student Signature Date

Parent Signature Date

Administrator Signature Date

Upon returning to MHS you must provide a college/university visit verification on an official letter-head and this form to the MHS attendance office within 2 days of visit.