



GODLEY HIGH SCHOOL

“Inspiring, Empowering, and Challenging all Learners to Lead, Grow, and Serve”

9501 N. HWY 171 · GODLEY, TX 76044

Excused Absence Request for a College Visit

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. Since choosing a college is such an important decision, it is advisable that parents attend all college visits with their child. Many colleges and universities host open houses on Saturdays for this purpose. The college open house format offers detailed information about the school, and there are usually additional staff and students on hand to answer questions. If the college you are considering does not offer this option, then a weekday visit may be necessary. Spontaneous visits to colleges are not recommended. If a visitation has not been scheduled, the college representative may not have time to meet with you.

PLEASE PRINT:

Student's Name:	Last	Middle	First	Grade Level:	School Year:

PART I: To be completed by parent/guardian/adult student and submitted to the Counseling Office at least one week prior to the requested visit so that eligibility criteria can be verified and approval granted prior to a college visit.

Name of College(s)/University(ies) to be Visited:	Date(s) of Scheduled Visit(s):
Reason for Visit:	

As the parent/guardian of the above-named student or as the adult student, I understand that only those students who meet the following criteria will be allowed to have two (2) excused days of absence for the purpose of making a college visit(s) during their junior year and two (2) excused days of absence for the purpose of making a college visit(s) during their senior year:

1. The student must be on track to graduate on time.
2. The student is classified as a junior or senior based upon credits earned.
3. The student is passing all course work.
4. The student has no truancy or other attendance problems.

I understand that:

1. Prior approval is required for an excused day of absence to be granted. No partial day absences will be approved.
2. Approval will not be granted on a day when major exams are scheduled.
3. Verification of the visit (Part III of this form) must be returned in order for the absence to be recorded as excused.
4. If the college visit cannot be made on the date specified above, a new form must be submitted for approval.

I verify that the above-named student meets all of the criteria listed and will not exceed the number of excused days absence allowed for college visits this school year.

Parent/Guardian/Adult Student Signature:	Date:

PART II: To be completed by high school personnel

FOR ADMINISTRATIVE USE ONLY - VERIFICATION OF CRITERIA		
Printed Name of Person Conducting Verification:	Verification (check item number from Part I if student meets criteria): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Signature of Person Conducting Verification:	Status: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Date:

Upon completion of Part II, this form will be returned to the parent/guardian/adult student. **If approval is granted**, Part III must be completed by a college representative for verification purposes. If more than one college/university is visited on the approved date, verification need only be obtained from a representative at one campus.

PART III: To be completed by college representative

VERIFICATION OF COLLEGE VISIT

My signature below verifies that the above-named student visited our campus. You may also attach documentation on a letterhead.

Name of College/University:	Date(s) of College Visit:
Printed Name of College Representative:	Title:
Signature of College Representative:	Telephone Number:

****failure to properly complete this form and turn it in within five (5) days upon return to school will count against exemptions and excessive absences****