

CYPRESS CREEK HIGH SCHOOL

9815 Grant Road • Houston, Texas 77070 • (281) 897-4200

INSTITUTION OF HIGHER EDUCATION VISIT

Campus Name: Cypress Creek High School Date of Request: _____

Students have the opportunity in their Junior or Senior year of high school to visit an institution of higher education that is accredited by a generally recognized accrediting organization to determine the student's interest in attending the institution. Students are permitted to miss school a total of two (2) days in their Junior year and two (2) days in their Senior year; additional days will not be excused.

Both the student and the parent(s) must sign the institution of higher education form in order to be accepted. Upon completion of the student's visit to the institution of choice, **a College Representative must complete Part II, Institution Confirmation section below and provide a letter on the Institution's letterhead as documentation of the student's visit.**

The institution's letterhead documentation must be attached to this form as supporting documentation. Both forms must be turned into your campus Attendance Office upon return to campus for validation.

Part I – To be completed by the student and parent(s): (Print only)			
Student's Full Name (Print):	Student's ID#:	Student's DOB:	Grade:
Institution Visiting:	Scheduled Visit Date:	Time:	<i>Student will be absent:</i> [] All Day [] Half Day
Student's Signature:	Father's Name & Telephone #:	Mother's Name & Telephone #:	

PARENTS/LEGAL GUARDIANS: *As the parents of the above-named student, I/We do hereby give my/our consent and authorization for my child to be absent from school on the date(s) and time(s) noted above. I/We understand this request is for him/her to visit with an Institution of Higher Learning of their choice. I/We am aware that a letter on the Institution's letterhead must be returned along with this permission form to my child's schools Attendance Office confirming their visit to the institution. In order to have the absence(s) excused this request form and institution letterhead must be returned immediately after their visit, otherwise I/We am aware that the absence will not be excused.*

Father's Signature _____ Date _____ Mother's Signature _____ Date _____

Part II: Institution Confirmation of Student's Visit			
Institution Representative (PRINT)	Institution Representative Signature:	Official Title:	Confirmation Date of Visit:
Letterhead Attached OR College Seal/Stamp Provided:		<div style="border: 1px dashed black; padding: 20px; width: fit-content; margin: auto;">College Seal/Stamp</div>	
<input type="checkbox"/> YES, letterhead/seal/stamp	Institution Rep: _____ Date: _____		
<input type="checkbox"/> NO, letterhead/seal/stamp	Institution Rep: _____ Date: _____		
<i>If No, please provide a reason: _____</i>			
Part III ; Cypress-Fairbanks ISD Attendance Office			
<input type="checkbox"/> Approved	Attendance Staff: _____	Date: _____	
<input type="checkbox"/> Denied	Attendance Staff: _____	Date: _____	Explain: _____