



ARCHER HIGH SCHOOL PRE-ARRANGED ABSENCE/COLLEGE VISIT



Student Name: _____

Student ID: _____ Date of Absence/Visit: _____

Parent/Guardian Name: _____

Phone Numbers*: _____

Home

Parent 1 Work

Parent 2 Work

Pre-Arranged Absences (College Visits)

The Gwinnett County Board of Education strongly advocates attendance for the entire year in order for the student to obtain a maximum benefit from the educational opportunities offered. If a student misses school for a college visit (juniors and seniors only), the student's absence will be considered as excused for up to two (2) days.

It is the student's responsibility to make arrangements within five (5) school days to make up any missed work or assignments. Any previously assigned projects or term papers that are due during the absence must be turned in to the teacher the first day the student returns to class. Any work assigned by the teacher and not made up by the student will receive zeroes. The teacher has no responsibility for giving the student special instructions over the work missed, and the teacher has the right to decide whether to give the make-up assignments in advance or following the absence.

College Visitation: Seniors

Juniors and Seniors are permitted two (2) college visits per school year. A completed Pre-Arranged Absence Form must be brought to the Attendance Office at least two (2) days in advance of the visitation day. The senior will be counted absent, but will be allowed to make up work if verification of the college visit is brought back by the student and presented to the Attendance Office when the student returns from the absence. **Verification from the college must be in the form of a letter on the stationery of the college.** A brochure from the college or parking permit will **not** be considered verification.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian may sign using a digital signature or print, sign, and submit in person.

Any form submitted electronically without a digital signature must be signed in person.

* A phone call to a parent may take place to verify authenticity.