

**REQUEST TO BE ABSENT FOR A COLLEGE VISITATION**

By school policy each junior and senior, is permitted to accumulate a total of three (3) excused days of absence from school for the purpose of visiting a college.

This form must be completed and returned to the High School office **one week** prior to the date of the college visit.

Requests for absences during exam periods will be denied.

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Student's Name: \_\_\_\_\_ Grade: \_\_\_ Home Room: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of College Visit: \_\_\_\_\_  
AM \_\_\_\_, PM \_\_\_\_, All Day \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose/Objective of Visit: \_\_\_\_\_ Interview \_\_\_\_\_ Testing \_\_\_\_\_  
\_\_\_\_\_ Orientation \_\_\_\_\_ Other \_\_\_\_\_

College Contact (if known): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_