

OWEN J. ROBERTS HIGH SCHOOL
981 Ridge Road, Pottstown, PA 19465
Attendance Office 610-469-5748

COLLEGE/UNIVERSITY
ABSENCE APPROVAL

This is to be signed by a parent and given to the Attendance Office BEFORE the absence. This note replaces the Non-School Sponsored Travel Form.

NAME: _____

GRADE: _____

PURPOSE OF ABSENCE

NAME OF COLLEGE: _____ DATE: _____

OTHER: _____

PARENT'S SIGNATURE: _____

ADMINISTRATOR'S SIGNATURE: _____

Student is required to **return verification** of visit **within 3 days** to the attendance office in order for the visit to be considered an excused absence. Examples would be: business card, letterhead, invitation to visit, parking pass, etc.)