Simi Valley High School

5400 Cochran Street
Simi Valley, California 93063
805.577.1400 svhs.simivalleyusd.org

Request to Excuse Absence for a College Visitation

In order for a college visitation to be considered an excused absence, students must:

1. Submit this form to their counselor for approval **two weeks** before the visit.
2. Once this form has been approved by your counselor, communicate your absence to your teachers and request any assignments.
3. On the day of the visit, obtain a letter on university stationery confirming that you attended and the date on which you attended. If it is not possible to obtain a letter on stationery, please obtain a note or email with the school official's name, the date, and the official's business card.
4. On the day you return to school, bring the verification to the attendance office. Without verification, these absences will NOT be excused.

For seniors, the school will excuse a total of **5 days**.
For juniors, the school will excuse a total of **3 days**.

Student's Name	Student ID#	Grade:

Name of University	Date
Name of University	Date
Name of University	Date

Counselor's Signature _____ Date _____ I

am signing that the student notified me of the absence on the date(s) listed above.

Per 1	Per 5
Per 2	Per 6
Per 3	Per 7
Per 4	Per 0

Verification from the college(s) is attached to this request.

Attendance Clerk's Signature _____ Date _____