



College Visit Absence Approval

Pre-Approval:

- In accordance with FEA Board Policy (Legal) and (Local), students are permitted two excused absences their junior year and two excused absences their senior year for college visits.
- This approval form must be submitted to the assistant principal three days prior to the college visit.
- For the absence to be excused, the student must submit an official letter provided by the college or institution of higher learning confirming the student has attended a college visit (the letter is typically available through the admissions office or the office in charge of facilitating the tour). The documentation should be attached to this form and submitted to the attendance office **within three days** of the college visit.
- Students are responsible for any classwork missed while participating in college visits and should make arrangements with their teachers prior to the absence. Students with excused absences will have a total number of days associated with the absence from school plus one day to turn in make-up work.

Parent /Guardian Permission:

My child, _____ ID # _____ Grade _____
will be absent on the following dates _____ for a college visit
at _____ (College or University).
He/she will return on the following date: _____

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Assistant Principal's Signature:

Date: