Big Spring High School
Request for a College Visit/Job Interview

Student Name: _____ Grade: _____

Cumberland Perry CTC Student: ___Yes __ No

Absence from school will occur on: _____

(Date of visitation/ interview)

Please check one: ___ Absence for Job Interview

___ Absence for College Visitation: ___ First Visit ___Second Visit

College to be visited: _____

Job interview location: _____

Parent/Guardian Signature: _____

This form must be submitted at least <u>two days prior</u> to the date of absence for administrative pre-approval.

<u>Please note:</u>

Students are responsible for work/assignments/projects missed during their absence and must **contact each teacher** to make arrangements to make-up all missed schoolwork.

Teacher approval is only required for absences that conflict with final exams for consent/approval of each teacher to arrange a make-up exam:

Period 1: Teacher Name: _____ Initials: _____
Period 2: Teacher Name: _____ Initials: _____
Period 4: Teacher Name: _____ Initials: _____
Period 5: Teacher Name: _____ Initials: _____
Period 6: Teacher Name: _____ Initials: _____
Period 7: Teacher Name: _____ Initials: _____

Office Use Only

Received: _____

Reviewed by: _____ Absence will be: ___ Approved ___ Denied/Unexcused

Parents and students should check Aspen for confirmation of pre-approved absences. Absences will be entered as College Visit beside the approved date of absence.

8/22/2022