

DATE: _____

_____ is to be excused from school on
(name)

_____ to visit _____
(date) (college)

with the agreement that the work to be missed will be completed prior to the absence.

Student's signature

Parent's signature

Principal's signature (**after visit**)

Attendance (**after Principal**)

TEACHER SIGNATURE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Students that plan to visit the college or university of their choice are encouraged to do so on the days scheduled for teacher in-service. Seniors and Juniors who are unable to schedule visits on in-service days may take a maximum of two days. Permission must be obtained from each of his/her classroom teachers prior to the day of the scheduled visit. **In order for a college day to be approved by the principal, a verification letter (on official letterhead) from the college is required upon your return for the college visit to be excused.** Days spent visiting college campuses are considered excused when the proper procedure is followed. **The deadline to take a college day is May 1st.**