

**NANCY LOCKHART**  
*Associate Principal*  
**GLEN NEWSOM**  
*Assistant Principal (A-Eq)*  
**PAUL TUCKER**  
*Assistant Principal (Er-La)*  
**DELANEY LYON**  
*Assistant Principal (Le-Rh)*  
**CHAD JONES**  
*Assistant Principal (Ri-Z)*  
**KIMBERLY COLE**  
*Assistant Principal*  
*Testing Coordinator*



**KELLY FENGER**  
*Counselor (A-Eq)*  
**SHELBY WRIGHT**  
*Counselor (Er-La)*  
**KRYSTAL FLETCHER**  
*Counselor (Le-Rh)*  
**MELISSA HICKMAN**  
*Counselor (Ri-Z)*  
**AMY OTWELL**  
*Student Support Counselor*  
**SUSAN KIRKPATRICK**  
*Executive Director of Career and*  
*Technical Education*  
**ROBERT KOOPMANN**  
*Athletic Director*

**FRIENDSWOOD HIGH SCHOOL**

**MARK GRIFFON**  
**Principal**

DATE: \_\_\_\_\_

\_\_\_\_\_ is to be excused from school on \_\_\_\_\_  
 (name) (date)

to visit \_\_\_\_\_ with the agreement that the work to be missed will be  
 (college or military branch)

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 who plan to visit the college/university or military branch 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 (2) days for college/university (JRs/SRs only) or four (4) days to pursue military enlistment (Age 17+ only). Permission must be obtained from each of his/her classroom teachers prior to the day of the scheduled visit. **In order for a college or military day to be approved by the principal, a verification letter (on official letterhead) from the college or military branch is required upon your return for the college or military visit to be excused.** Days spent visiting college campuses or military branches are considered excused when the proper procedure is followed. **The deadline to take a college or military day is May 1<sup>st</sup>.**

## Instructions for College/Military Visit Form

1. Fill out your name, school/military branch to be visited and date of visit on this form.
2. Have all teachers on your schedule sign **prior** to day of college/military branch visit.
3. **Obtain official letter from the college/military branch documenting your visit.**  
(The visitor center will provide this letter with your name and date on it.)
4. Sign student signature line.
5. Have parent sign signature line, even if you are 18.
6. Immediately upon returning to school, turn this form in, with official letter to Mr. Griffon's office.

Your absence will be coded College Day or Military Day and **will not** count towards exemptions.

\*\*\* Juniors and Seniors get 2 college days per year.

\*\*\* Military branch enlistment visits can be up to 4 days, but you must be 17+ years old.

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