The following information is a guideline for requesting a College Day:

* Seniors and Juniors are allowed two (2) college days per school year.
* \*Proof of the college visitation ***(college letterhead only)*** must be attached to this guideline and brought to the attendance office upon your return. No itinerary, plane ticket, etc. accepted as proof.
* All teachers must approve request; failure will result in college day being denied.
* Please attach proof of college visitation from a college representative to this form and turn in all together.

Note: Teachers please initial this form indicating you understand the student’s excused absence.

PERIOD

O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7th\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Request of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance Office Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_