



College Visit Form

Dear Parent:

When a college visit requires a student to travel during the time that school is in session, the student must do the following:

- A. Properly complete a Planned College Visit Form, obtain teachers' signatures, and return the form to the Principal's Office **at least three days before the absence.**
- B. Finish all missed work required by the teacher within the timeframe outlined in the Upper School Student Handbook. For example, if a student misses two days, he/she has two days to complete all required homework, papers, quizzes, and tests, etc. Failure to complete missed work within the allotted time may result in department late penalties or possibly an uncomplete on the graded work.

Unexcused absences may result if a student does not follow this procedure. Final authorization for the absence is granted solely at the discretion of the Upper School Principal.

Student Name: _____ **Grade** _____ **Date(s) of Absences:** _____
(Please Print)

Explanation of absences:

Parent Signature: _____ **Date** _____

Teachers' signatures

Special Notes

Block A _____

Block B _____

Block C _____

Block D _____

Block E _____

Block F _____

Block G _____

3:20 - 4:05 _____

Ms. Kimberly, College Counselor

Date

Mr. Gilman, Upper School Principal

Date