

# Signature School

## College Visit Planned Absence Form

Signature School juniors and seniors are encouraged to visit the campuses of colleges and universities in which they are interested. A reasonable number of excused absences will be allowed for students who visit campuses for scheduled information sessions, tours, and/or interviews.

Students are expected to make arrangements with their teachers **prior** to making these visits. They are to communicate with their teachers well in advance of their trips and schedule times to make up all missed work. Failure to do so may result in the student receiving no credit for missed assignments, quizzes, tests, or projects.

Students and parents/guardians must complete the form below and return it to Mrs. White **one week prior to being out**. Trips arranged with less than a week's notice must be cleared by Mrs. Hitchcock or Mrs. Dawson. Failure to complete the form in advance will result in the absence being considered unexcused.

**Immediately upon return to Signature, students are required to show Mrs. White dated proof of having visited the campus (ex: dated itinerary, dated letter from admissions office, validated campus parking ticket, etc.).**

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Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) Requested to Visit College: \_\_\_\_\_

College(s) to Be Visited (multiple colleges on the same trip may be listed on this single form) \_\_\_\_\_

Address(es) (City and State): \_\_\_\_\_

Who will be attending the college visit with you? \_\_\_\_\_

Period	Class	Teachers' Initials	Work Satisfactory	Recommend to go?
1			YES NO	YES NO
2			YES NO	YES NO
3			YES NO	YES NO
4			YES NO	YES NO
5			YES NO	YES NO
6			YES NO	YES NO
7			YES NO	YES NO

**I understand my child will be absent from school on the requested day(s) and is doing so with my permission.**

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Mrs. White at least seven days prior to your college visit.**