



# Central High School

## College Visit/Military Form

Central High School recognizes the importance of college visitations, job interviews and military exams. Upperclassmen may be excused **two school days** per college visitation, job interviews, or military exams for *up to three college visits during a school year*. Whenever possible, these visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- **Part A** - Students and parents are responsible for completing the College Visit Form *at least 2 days prior to the absence*. The form must be signed and completed by the student's teachers. The completed form must be submitted to the Assistant Principal of Student Life for approval. It must be kept in mind that a request for a pre-arranged excused absence is not automatically granted.
- **Part B** - Students are required to submit documentation, on college/university - business/military letterhead, of their visit to the Assistant Principal of Student Life for the absence to be considered excused.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s): \_\_\_\_\_ College/University: \_\_\_\_\_

As the parent/guardian of this student, I confirm that he/she will be gone for the reason stated above.

\_\_\_\_\_  
(Parent/Guardian Signature)                      \_\_\_\_\_ (Date)                      Ph: \_\_\_\_\_ (Best Number)

It is the student's responsibility to obtain homework assignments and make up work that will be missed. Assignments are due according to the teacher's instructions listed below. Each student's teacher must sign this request to ensure they are aware of the upcoming absence.

Period	Class	Teacher Signature	Assignments/Homework

As a student of Central High School, I understand my responsibilities regarding an absence from school. I have talked with each of my teachers and plan to complete the work as listed above and return with college materials, military material (letter)<sup>1</sup> and signature of a college representative or military representative to complete Part B of College Visit Form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_