

**EXCUSED ABSENCE FOR OFFICIAL SCHOOL BUSINESS**

The following student is to be counted present due to official school business.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date(s) of School Business

**Nature of Business**

COLLEGE DAY: \_\_\_\_\_  
Name of College

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Parent/Guardian Signature

**Faculty/Administration Notification**

\_\_\_\_\_  
1<sup>st</sup> Period

\_\_\_\_\_  
2<sup>nd</sup> Period

\_\_\_\_\_  
3<sup>rd</sup> Period

\_\_\_\_\_  
4<sup>th</sup> Period

\_\_\_\_\_  
5<sup>th</sup> Period

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Principal

**Please print neatly and fill out form completely.**

**COLLEGE DAY:**

Have parent, teachers and your Guidance Counselor sign/initial the form, in that sequence, and return to the main office for processing.

During your College Day visit you must obtain an official note from the registrar/admissions office citing the date(s) you visited the college. Failure to present this documentation to the attendance office may result in your absence being counted as "unexcused."

PLEASE INITIAL THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT. \_\_\_\_\_

Juniors and Seniors are allowed to take ONE College Day per semester. No additional days will be authorized for travel, etc. NO EXCEPTIONS.