

Pre-Arranged Absence/College Visit Form

Students wishing to visit colleges during school time can do so under the pre-arranged absence provision in the Student Handbook. This provides up to two days of excused absence per year for valid reasons, provided the SVHS attendance office is notified in advance. **Any college visit which is not pre-arranged will be considered an unexcused absence.**

For college visits, this form must be filled out and submitted for approval to the attendance office by the day prior to the visit. The form must then be taken on the visit and signed by a college official (admissions counselor, etc.) and turned in to the attendance office the next school day to obtain an excused admit.

The following section must be completed two days prior to the visit:

Student's Name:

College:

Date of Visit:

Parent Signature:

SVHS Counselor Approval:

SVHS Attendance Secretary Notified:

I realize that I am responsible for all course work that I will miss.

<u>Day</u>	<u>Hour</u>	<u>Class</u>	<u>Granted/ Denied</u>	<u>Assignment</u>	<u>Teacher's Signature</u>
1					
2					
3					
4					

The following section must be filled out on the day of the visit:

Time of arrival:

Time of Departure:

Signature and Title of College Official:

Return this form to SVHS attendance secretary upon return to school.