

**2022-23 WYOMING HIGH SCHOOL COLLEGE VISIT REQUEST FORM**

***Juniors/Seniors* receive 3 excused absences per year to visit colleges.**

Please complete the information below to request a college visit. **Submit this form to Attendance at least THREE (3) days prior to your visit.**

Name: \_\_\_\_\_ **Junior or Senior** (please circle)

Date(s) of absence: \_\_\_\_\_

The above named student will be absent from school. The student must notify his/her teachers of the impending absence and ask teachers to initial this form to confirm notification. Listed below are the college visit policies:

1. This student will be held accountable for all content covered and major tests administered during the period of absence.
2. This student will be expected to make up any major tests given during the absence on the first day back in school or at the teacher's convenience.
3. Assignments, quizzes, or other types of graded work missed during the period of absence will be made up on the first day back, or at the discretion of the teacher.
4. Major papers/projects due during the period of absence must be turned in prior to leaving.
5. **Without approval of the Principal or Assistant Principal,** college visits for the following days during the 2022-2023 school year will not be permitted.
  - o **Final Exam Week (s)**
  - o **Days adjacent to Winter or Spring Break.**

**College(s) visiting:** \_\_\_\_\_

As a component of the request process, the student will be responsible for acquiring each of his/her teacher's signed initials. The signed initials indicate the absence has been communicated to all teachers and ample notification is being provided. During this time, it is encouraged that students work with each teacher to discuss how to best handle the academics in the class during the absence. **This form must be completed and returned to Attendance at least THREE (3) days prior to a scheduled college visit.**

Current Schedule (Teacher Initials Required):

Period 1 \_\_\_\_\_ Period 2 \_\_\_\_\_ Period 3 \_\_\_\_\_ Period 4 \_\_\_\_\_  
Period 5 \_\_\_\_\_ Period 6 \_\_\_\_\_ Period 7 \_\_\_\_\_

**My signature below indicates I have read and agree to the guidelines listed above regarding the requested absence.**

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Administrator Date

**RETURN FORM TO MS. JOHNSON IN ATTENDANCE AFTER COMPLETED**