



College Day Permission Form

College Visit Day # ___1. ___2. ___3. ___

Student _____ Grade _____ Date Submitted _____

Date(s) to be absent _____

Name of parent accompanying the student _____

College(s) visiting:

Seniors are allowed 3 days per year; juniors are allowed 2 days per year. No college days can be taken after April 19, 2010. **A parent must accompany the student to the visit in order for it to be an excused absence.** The student must submit proof of the college visit (tour, interview, or information session) from the admissions office upon his/ her return to CPA. **The student and his/her parents understand that all work that is missed is to be made up in AM/PM the day the student returns to class.** A College Day cannot be taken on the day a major assignment is due. No more than four students may be absent from any one classroom for the purpose of a college visit. If a student has excessive absences, tardies, demerits, disciplinary issues, or has a grade of D or below in any subject, permission may be denied. **The student is encouraged to submit the completed form to Mrs. Wallace 5 days before the visit.**

1. High School Secretary's Signature _____
Notes regarding absences, tardies:

2. Approved by College Counselor _____

3. Teachers: DO NOT sign this form until High School Secretary & College Counselor have signed it first!

Teacher's Initials

Comments/ Assignments Due

_____ Period 1 _____

_____ Period 2 _____

_____ Period 3 _____

_____ Period 4 _____

_____ Period 5 _____

_____ Period 6 _____

_____ Period 7 _____

4. Return to the High School Secretary PRIOR to the visit. (This is essential for the absence to be considered excused).

5. _____ Date the documentation/proof of College Visit submitted. (This is essential for the absence to be considered excused.) Attach documentation.