



# EVANGELICAL CHRISTIAN SCHOOL

## COLLEGE VISITATION REQUEST FORM

**PROCEDURE:**

**GRADE 11 - 12**

1. Have section A filled out by parent
2. Have section B filled out by Principal
3. Secure the signature of teacher
4. Return completed form to the Principal before the day(s) of absence

**SECTION A: FILLED OUT BY PARENT**

**NAME OF STUDENT** \_\_\_\_\_

**DATE(S) TO BE ABSENT** \_\_\_\_\_ **# OF DAYS** \_\_\_\_\_

**REASON:** \_\_\_\_\_

\_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

An Absence Request form may be obtained from the Principal by a Junior or Senior who is going on a college visit. The student must obtain the form at least two days prior to the absence. If the Request is approved, the student will be allowed to make up his work. If the Request is denied, the absence will have no makeup privileges. An approved College Visitation Request will inform the teacher of the student's forthcoming absence. However, the teacher will NOT be responsible for reviewing lectures, class discussions, or giving extra tutoring. It is the student's responsibility to see the teacher about all make up work. All make up work is due on the day the student returns to class. Tests missed will be made up on the first day back to school or at teacher's discretion. All other tests will be given on schedule or at teacher's discretion.

**SECTION B: FILLED OUT BY PRINCIPAL**

**PRINCIPAL'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EXCUSED** \_\_\_\_\_ **UNEXCUSED** \_\_\_\_\_

**SECTION C: TEACHERS' SIGNATURES**

Period 1: \_\_\_\_\_

Period 5: \_\_\_\_\_

Period 2: \_\_\_\_\_

Period 6: \_\_\_\_\_

Period 3: \_\_\_\_\_

Period 7: \_\_\_\_\_

Period 4: \_\_\_\_\_