



LIFE SCHOOL

## College/University/Career Visit Form

**To use this form:** Download a copy, follow directions to complete and turn in the signed form to the Attendance Office.

**Student Name:** \_\_\_\_\_

**ID #** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Assistant Principal/Counselor Signature:** \_\_\_\_\_

Juniors and Seniors are allowed two days per school year for visiting a college, university and/or for a career investigation day for the purpose of determining the student's interest in pursuing a career in a professional field. Students must follow the procedures below:

- Notify teachers prior to the visit; Obtain or Submit work due during absence
- Obtain approval from Assistant Principal or Counselor prior to visit
- Secure official documentation of visit
- Submit documentation to the Attendance Office within 5 days after visit.

Acceptable documentation to accompany the College/University/Career Visit Form:

- Letter/Email from Office of Admission with date(s) of visit
- Letter/Email with company letterhead with date(s) of visit

**Name of College/University/Career Visit:** \_\_\_\_\_

**Reason for Visit:** \_\_\_\_\_ **College** \_\_\_\_\_ **University** \_\_\_\_\_ **Career**

*Verification of attendance from the college/university/career visit must be returned to the Attendance Office within three (3) days of the absence(s) to be counted as an excused absence.*