

## DELONE CATHOLIC HIGH SCHOOL COLLEGE VISIT NOTIFICATION FORM

Students who wish to visit a college or trade school should use this form to notify their subject teachers ahead of time. Absences for educational experiences will be limited to four per year. Parent(s) or guardian(s) are requested to complete the top part of the form and sign it. Students are requested to take the form to each teacher for the proper signature. Return the completed form to the Dean of Students' office two weeks prior to the trip.

All missed classwork and homework must be handed in on the day of return to school. Tests are required to be made up within three days of return. The student is required to make these arrangements on the day of return with each teacher. Teachers may require that an announced test be completed before leaving on the trip. Long-standing assignments (reports, etc.) must be turned in prior to the absence, if they would be due during the course of the absence. Exceptions to this would have to be arranged with the teacher.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Parent Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_ Number of school days absent: \_\_\_\_\_

School(s) To Be Visited: \_\_\_\_\_

Other students in the family participating in the trip:

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I am requesting an excused absence for my child on the dates indicated. The planned trip is a college visitation. I/we take full responsibility for our child's ability to keep up with his/her academic challenges and/or academic success.

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

Course	Teacher's Signature	Comments

Approved:		
Dean of Students	# of excused days	# of unexcused days

Please remember that the student is still required to bring in a note signed by a college/school official, including the date of the visit to verify that the student did visit the school.