



## College or Professional Workplace Visit Request Form

Students are allowed a maximum of two days in 11th grade and two days in 12th grade for each purpose of a higher education visit and a professional workplace visit. Part 1 of the form must be completed at least **1 week PRIOR** to the visit. Part 2 of the form must be completed and returned to the attendance office no later than 2 days after the visit in order for the absence to be excused. Once approved by the attendance office the absence will be coded as excused and will not count against exam exemptions.

### Part 1: To be completed by student, parent and Counselor/Principal/Director of Student Services

Today's Date:	Student Local ID:	Student Grade Level:
Student Name:		
College/Workplace:	Date of Visit:	
Student Signature:	Parent Signature:	
Campus Administrator Signature:		

### Part 2: To be completed by Institute of Higher Education or Workplace Professional

<b>Institute of Higher Education Visit</b>	
Name of College:	
Printed Name of College Representative:	Title:
Signature of College Representative:	Date:
<b>Professional Workplace Visit</b>	
Name of Business:	
Printed Name of Workplace Professional:	Title:
Signature of Professional:	Date:

### Part 3: To be completed by campus Attendance Office

Date Received:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Office Signature:
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