**Official College/Military Visit**

Students are allowed a maximum of 2 days their junior year and 2 days their senior year to visit college campuses/military offices if all criteria are met.

* The student must request a copy of the college/military absence form from the office
* The student must return the form to the office, at least 3 days in advance
* When the student returns to school, he/she **must provide a note to the office**. The note must be on **official college/military letterhead** with the date of the visit, student name and official’s signature from the college/military office.

Name of college/service branch Date of visit

Student’s name I.D. #

Student’s signature Today’s date

Parent’s signature Counselor’s signature

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Subject** | **Teacher** | **Assignment** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

Keep a copy of the assignments that will be missed. Turn the form into the counselor’s office. This absence will not count against exam exemptions.