



Excused Absence Request for College Visit



Comanche High School allows excused absences for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. This form must be completed by a parent/guardian in order to determine if eligibility criteria can be verified and approval granted.

Please print:

Student's Name:	
Student's Grade:	
Name of College/University:	
Date of Visit:	

Eligibility Requirements:

- The student is classified as a junior or senior.
- The student must be on track to graduate on time.
- The student has had no truancy or other attendance problem.
- The requested absence(s) are not during major tests or EOC.
- The student is not in a DAEP placement.

Parent/Guardian Approval:

I verify that my student meets all the criteria listed and will not exceed the number of excused days of absence allowed for college visits this year. I understand that prior approval for an excused college day must be granted. No partial day absences will be approved.

Parent/Guardians Name:	
Parent/Guardians Signature:	

This section to be completed by a college representative.

Visit Date:			
Visit consisted of: (please check all that apply)	<input type="checkbox"/> Tour of Campus <input type="checkbox"/> Tour of Department <input type="checkbox"/> Financial Planning	<input type="checkbox"/> Admissions <input type="checkbox"/> Tour of Housing	
Printed Name of Representative:			
Signature of Representative:			
Title of Representative:			
Phone number of Representative:			

Student Instructions: Upon completion, please return this form to the high school office.