

Pre-Arranged College Visit Absence Form

Procedure

- At least one week before the absence, please fill out this form and return it to the Burriss office.
- Once the form is received, the office staff will notify the student's teachers.
- Students must bring back documentation from the college or university of the visit or the absence will be considered unexcused.

Student _____

My student will be absent from school during the following dates:

Starting _____ Returning _____

College being visited

Parent _____ Date _____

Administrator _____ Date _____