

Instructions for Excused Absence College Visit Day

All students in grades 10 -12 have been granted an excused absence for up to two (2) days per school year for the purpose of visiting a college campus, having an employment interview or military recruitment. If the proper steps are followed, prior to the appointment, this will count as a non-absence.

1. Make an appointment with the college for your visit
2. Bring in proof of your appointment (email confirmation, letter, or parent phone call-if other items are not available). Take this to the guidance secretary, attendance secretary, or the student's counselor
3. School personnel will give the student a "college visit form"
4. This must be signed by parent and shown to the attendance secretary prior to the visit.
5. Parent must call in on day of absence, or before, and state that student is out for a college visit
6. Have your college rep/ military officer/ interviewer sign and date the form
7. Bring the completed, and signed, form back to the attendance secretary the day after your college visit.

****please note, if you do not return the signed form the day after your visit, the absence will be counted as a parent day.**

****any additional college visit days, per year, must be approved by an administrator**

****no college visits are permitted in the months of December or May**

****please advise LHS of planned college visit at least 24 hours in advance.**