



# CYPRESS RIDGE HIGH SCHOOL

## COLLEGE VISITATION REQUEST FORM 09-10

Classes missed because of college days shall not count against a student's exemption. Students are allowed a total of **four college days**; **two to use in their junior year and two to use in their senior year**. An individual campus may not be visited more than one time. However, additional visits are encouraged during school holidays and in the summer. Students must obtain a *College Day Request Form* prior to the visit from the attendance office and return this form as instructed in order to have the excused college day granted. Requests may be made one to two days before the visitation date, with the exception of the final week that college days are allowed for each semester. Requests for college days during the final week must be made at least one week prior to the visit. The final college day for the fall semester is December 4, 2009 and the request must be made by November 24, 2009. The final day for the spring semester is May 7, 2010 and requests must be made by April 30, 2010.

### DIRECTIONS:

1. The student and parent should complete Part 1. This form must then be turned in to the appropriate Assistant Principal's office for prior approval of the college visit in order for the absence to be excused.
2. The appropriate Assistant Principal fills out Part II and returns this form to the student.
3. For Part III, the student secures the appropriate signature and seal from the college and returns this form to the Attendance Office.

### PART I

STUDENT NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

COLLEGE \_\_\_\_\_

COLLEGE CONTACT PERSON (if applicable) \_\_\_\_\_

DATE OF PROPOSED VISIT \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

### PART II

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
ASSISTANT PRINCIPAL SIGNATURE

### PART III

\_\_\_\_\_  
COLLEGE REPRESENTATIVE SIGNATURE

(COLLEGE SEAL HERE)

DATE \_\_\_\_\_