



COLLEGE VISIT FORM

ST. THOMAS HIGH SCHOOL
BASILIAN FATHERS · 1900

COLLEGE VISIT FORM MUST BE COMPLETED AND TURNED INTO DEAN'S OFFICE A MINIMUM OF 5 SCHOOL DAYS IN ADVANCE OF THE VISIT TO BE CONSIDERED FOR AN EXCUSED ABSENCE

1. Complete this form and obtain needed signatures.
2. Return this form to the Dean of Students Office for approval no later than 5 **school** days before the scheduled visit or the absence will be unexcused.
3. After approval, the Dean of Students Office will notify the student and student's teachers of the approved visit.
4. Teachers can require any assignments, projects, etc. that are due while the student is on the visit to be turned in **before** the visit. The student is also responsible to have a make-up plan made with his teachers **before** the visit for tests, quizzes and other work missed.
*****Failure to do either could result in no academic credit being given for due or missed academic work.**
5. Students must provide a form, letter or confirmation email from the visited college to the Dean's office immediately following the visit.

***** Failure to follow the procedure outlined will result in an UNEXCUSED absence.**

DATE OF REQUEST: _____

NAME: _____

GRADE: _____

COLLEGE: _____

DAY(S) AND DATE(S) OF VISIT: _____

Student Signature

Parent Signature

Counselor Signature