**White Station High School’s College Visitation Process**

During the 2021-22 school year, SENIORS will be allowed two excused absences during the first or the second semester and JUNIORS will be allowed two excused absences during the second semester only for the purposes of college visitation. This advance written notification must be turned into your grade level attendance tracker bearing the signature of the parent/guardian.

Upon return from the visit, the JUNIOR and SENIOR must provide the grade level attendance tracker documentation from the college, university, or educational institution verifying the visit. This document must be on appropriate letterhead and bear a signature of a school official from the institution visited. Upon receipt of this documentation (within 3 days of return from the visit the absence will be recorded as excused.)

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 College, University, or Educational Institution

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State

 Date of Absence(s) will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I understand that appropriate documentation from the institution visited is necessary for the absence(s) to be excused. I have read and understand the above information regarding college visitation for White Station High School.

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Student Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date