

Name of Student	Grade	Date of Request
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Date of Request

• A.M. • P.M. • All Day
Length of Visit – Check One

Purpose of visit: _____

What appointments/plans have you made for the visit?_____

What transportation arrangements have you made? _____

I hereby give my permission and approval for my child, _____, to make the above mentioned visit.

Parent Signature

Guidance Counselor Approval

<u>Initials</u>	<u>Percentage</u>	<u>Initials</u>	<u>Percentage</u>	<u>Initials</u>	<u>Percentage</u>
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1 st Period _____	4 th Period _____	7 th Period _____
2 nd Period _____	5 th Period _____	8 th Period _____
3 rd Period _____	6 th Period _____	Attendance Office _____

I hereby give my approval for _____ to make the above mentioned visit, with the visit not
Name of student
recorded as a school or class absence.

Principal Approval

(Do not write below this line.)

(This information may or may not be requested, as deemed necessary by school personnel.)

A post-conference with guidance counselor was held on _____.

Student returned verification of attendance	Yes	No

Additional Remarks:
