



## College Visit Request Form

High school Juniors & Seniors who meet the following criteria will be allowed to have two excused days of absence for a college visit during the school year:

1. The student must have passed the required parts of the TAKS/EOC tests for the previous year.
2. The student must be on track to graduate on time.
3. The student must be classified as a junior or senior based upon credits earned.
4. The student must be passing all course work.
5. The student must meet the 90% attendance rule.
6. The student cannot have any disciplinary issues.

The above may only be waived after an in-person meeting with the Headmaster and Advisor.

Please allow two school days for processing and schedule visits accordingly. The office will notify students of approval. Approval will not be granted for a college visit on a day when major exams such as EOCs, Finals, and Midterms are scheduled, and no partial days will be approved. Please consult your teachers before applying. The student will be required to make up any work missed. He or she will not be charged with an absence only if official documentation of the visit is received by the school office within one week of the visit.

Official documentation must be submitted to the office within one week of the visit and must be either:

1. A letter on the college official letterhead giving the student's name, date, and reason for visit;
- OR
2. An official visitation form from the college dated with student name and signed by a college official.

If documentation is not received within one week of the visit, an unexcused absence will be recorded. It is the student's responsibility to complete the process.

### CANCELLATIONS

If the college visit cannot occur on the date specified, the student must notify the attendance office and a new request must be submitted for consideration. Please email [fcafmUpper@responsiveedtx.com](mailto:fcafmUpper@responsiveedtx.com) as soon as the college visit is canceled.

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Event Details:

Start date for college visit: \_\_\_\_\_ End date for college visit: \_\_\_\_\_

Colleges and Universities you plan to visit: \_\_\_\_\_

Initial each statement below:

\_\_\_\_\_ I understand that two school days are required to process this request.

\_\_\_\_\_ I understand that I must provide official documentation within one week of the visit for the absence to be excused.

\_\_\_\_\_ I have passed all state required assessment tests (i.e. End of Course)

\_\_\_\_\_ I am on track to graduate on time.

\_\_\_\_\_ I have met or exceeded the minimum GPA of 1.7.

\_\_\_\_\_ I have met the minimum attendance for class credit by attending 90% of each class.

\_\_\_\_\_ I understand that I must notify the office if I cannot attend the days requested.

\_\_\_\_\_ If the college visit cannot occur on the specified dates, I must submit a new request for consideration.

Chaperone's contact information: \_\_\_\_\_

Signature of Responsibility:

I, the undersigned, take full responsibility for my grades and behavior on any college tour. I understand it is my responsibility to obtain the examination schedule from my teachers/professors and to coordinate with them on any late work. I understand that the FCA FM Student Handbook has strict rules on late work, and I will honor these guidelines. Should a teacher show grace in this area, it is to be appreciated, not expected.

I understand that I am a representative of Founders Classical Academy of Flower Mound, and the larger Founders network, and I will conduct myself accordingly. I will show honor and respect while on tour, and I will act with a demeanor of service and excellence towards all who assist me.

Chaperone(s): I, the undersigned, hereby certify that my student is capable of these tasks. If at any moment the student does not behave in a way befitting of a Founders Owl, I will do my part to ensure their swift and appropriate correction.

Full name: \_\_\_\_\_

Chaperone's name: \_\_\_\_\_

Today's date: \_\_\_\_\_