



West Carteret High School

College Visitation Excuse Note

Requirements, absences, exam exemption status, other:

- 1) Leave request must be made and approved by your guidance counselor prior to the trip. This does still count as an absence towards your total of eight for the semester.
- 2) Show this approved form to your teachers and get your work for the day that will be missed. They **DO NOT** sign until you return with the stamp from the college.
- 3) Upon your visitation you must have the bottom portion of this form completed and stamped/embossed with the college's stamp or seal.
- 4) You may only have two of these days per year during your junior and senior years.
- 5) Upon your return—show this form and get your teachers to sign that they have recorded the day as a college day so it does not count against exam exemptions.
- 6) Turn this form in completed to the student center within two-days of your return.

Date of Request: _____ Grade: _____ Phone #: _____

Student Name: _____

College or University to be visited: _____

College/University Location: _____ Date(s) for visit: _____

Decision: Approved Denied _____
Your High School Counselor Date

VERIFICATION OF VISIT ON DATE AS STATED ABOVE (TO BE FILLED OUT BY COLLEGE/UNIVERSITY ONLY):

School Seal or Stamp in this Area	Signature of Admissions Officer

NOTIFICATION OF TEACHERS UPON RETURN:

1st Period Teacher: _____ Signature: _____

2nd Period Teacher: _____ Signature: _____

3rd Period Teacher: _____ Signature: _____

4th Period Teacher: _____ Signature: _____

**THIS DOCUMENT MUST BE TURNED INTO THE STUDENT CENTER WITHIN
48 HOURS OF YOUR RETURN TO SCHOOL WITH YOUR TEACHER'S SIGNATURES.**