**Madison High School**

College/University/Tech School Visit Pre-Planned Absence

Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Absence:\_\_\_\_\_\_\_\_\_\_\_\_\_

Times during the school day you are absent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Consenting to Absence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent notified school by (please circle) : **PHONE CALL** or **NOTE**

Higher Education Institution you are visiting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the Student and Parent/Guardian:**

Before being approved to be excused for a visit to your school of interest, **you must do the following:**

1. Above information needs to be filled in.
2. Fill out the class chart below with your teachers initials next to each class period
3. **Complete the assignment and give it to the appropriate teacher before the absence. The teacher may require you to complete the work before they initial this form.**
4. Return the completed form to the high school office with Charla or Lori.

**REMINDER: You have 2 DAYS to make up work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Class** | **Assignment** | **Teacher** | **Date Due** | **Teacher Initials** |
| **1A** |  |  |  |  |  |
| **1B- SH** |  |  |  |  |  |
| **2A** |  |  |  |  |  |
| **2B** |  |  |  |  |  |
| **3A** |  |  |  |  |  |
| **3B** |  |  |  |  |  |
| **4A** |  |  |  |  |  |
| **4B** |  |  |  |  |  |
| **PRIDE** |  |  |  |  |  |

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**