

EXCUSED COLLEGE DAY REQUEST

To: Faculty

From: The Guidance Department

_____, H. R. _____, has

requested an excused absence on _____, to visit

_____.

If this does not conflict with a test or previous assignment, kindly acknowledge by signing below. Students will be responsible for all work that has been missed.

Thank you for your continued cooperation.

Student Signature _____

Guidance Counselor _____

Homeroom Teacher _____

Period I Teacher _____

Period II Teacher _____

Period III Teacher _____

Period IV Teacher _____

After School Activity _____

Memo to Students: *Don't forget to include a note from home with this sheet when submitting to the Guidance Department.*