

POST-SECONDARY TO INSTITUTIONS

Students may make college visitations and/or visitations to institutions of higher learning. In order for the visitation to be considered an excused absence from school, the following procedures must be followed:

1. Prior to the visit, the student must obtain a college visitation form in the Attendance Office or Counseling Office.
2. The student must complete all information on the form, have it signed by their parent/guardian, and signed by a representative of the institution which they are visiting.
3. The completed form containing all information and necessary signatures will be given to the Attendance Office Secretary upon return to school (or no later than the following day).
4. The information will be verified and, upon verification, will constitute a legal excused absence for the student involved.

SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT POST SECONDARY VISITATION FORM

To be considered an excused absence from school, this completed form must be submitted to the Attendance Office within two (2) days of your return.

Name of Student _____ Grade Level _____

Address _____
Street _____

City _____ State _____ Zip Code _____

Parent/Guardian's Name (Print) _____

Parent/Guardian Contact Phone Number _____

Name of Institution to be Visited _____

Location of Institution _____ Date(s) of Visitation _____

Transportation Will be Provided By _____

Signature of Parent/Guardian _____ Date _____

Signature of Institution Representative _____ Date _____

Title _____

Office Use Only:

Submitted on: _____ Received by: _____

Comments: