

Katy Independent School District

Junior or Senior Excused Absence Request for a College/Technical School/Military Visit

PLEASE PRINT:

Student's Name	Last	First	Middle	Grade Level	School Year
				<input type="checkbox"/> Junior <input type="checkbox"/> Senior	

Part I – To be completed by the parent and visit representative.

COMPLETED BY THE PARENT	
Name of College(s)/University(ies)/Technical School/Military Facility(ies) to be Visited	Date of Scheduled Visit(s) (up to two days)
Reason for visit:	
<p>As the parent/guardian of the above-named student or as the adult student, I understand that only those students who meet the following criteria will be allowed to have two (2) excused days of absence for the purpose of making a college/military visit(s) during their junior year and two (2) excused days of absence for the purpose of making a college/military visit(s) during their senior year. A student's absence will remain unexcused until this form is completed and approved after the visit. A student's absence will remain unexcused unless:</p> <ol style="list-style-type: none"> 1. The student is classified as a junior or senior based upon credits earned. 2. The student has no truancy or other attendance problems. 3. The student is not in a DAEP placement or assigned to a JJAEP. 4. The absence is not on a date that state testing or final exams are scheduled. <p>I understand that if a student is absent for a college/technical school/military visit and is not eligible for the absence to be marked as excused due to the criteria above, the absence will remain unexcused.</p> <p>Parents can verify college/technical school/military visit absences have been changed to excused through the Home Access Center after this form has been received and reviewed by campus administration.</p>	
Parent's/Guardian's/Adult Student's Signature	Date

COMPLETED BY THE COLLEGE/TECHNICAL SCHOOL/MILITARY VISIT REPRESENTATIVE	
Visit consisted of:	
<input type="checkbox"/> Tour of campus <input type="checkbox"/> Tour of department <input type="checkbox"/> Official visit (athletics)	<input type="checkbox"/> Assessment <input type="checkbox"/> Financial Planning <input type="checkbox"/> Admissions Office <input type="checkbox"/> Military Facility <input type="checkbox"/> Military Enlistment Office <input type="checkbox"/> Other: _____
My signature below verifies that the above-named student visited our campus as follows:	
Name of College/University/Military Facility	Date(s) of College/Military Visit
Printed Name of College/Military Representative	Title
Signature of College/Military Representative	Telephone Number

Upon completion of Part I, the parent/guardian/adult student should return this form to the campus administrator.

Part II -- To be completed by campus administrator.

FOR ADMINISTRATIVE USE ONLY -- VERIFICATION OF CRITERIA		
Printed Name of Person Conducting Verification	Verification (check item number from Part I if student meets criteria)	
	<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4.	
Signature of Person Conducting Verification	Status	Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

Upon completion of Part II, this form will be returned to the attendance clerk. **If approval is granted**, the absence will be changed to an excused absence.

(NOTE: Attendance office personnel should retain a copy of this form for auditing purposes.)