

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.

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 excused days of absence for the purpose of making a college/military visit(s) during their senior and junior 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>I understand these absences will count toward the number of absences allowed for final exam exemptions.</p> <p>In addition, Texas Education Code (TEC) 25.092 requires a student to be in class 90 percent of the days a class is offered in order to gain credit or to be considered for promotion. The attendance for credit statute does not distinguish between excused and unexcused absences in fulfilling the 90 percent attendance requirement.</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

Part II – To be completed by the visit representative.

COMPLETED BY THE COLLEGE/TECHNICAL SCHOOL/MILITARY VISIT REPRESENTATIVE	
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 II, the parent/guardian/adult student should return this form to the campus administrator.

Part III -- 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 III, 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.)