

Big Spring High School

Request for a College Visit/Job Interview

Student Name: _____ Grade: _____

Vo-Tech Student: Yes No

Absence from school will occur on: _____
(Date of visitation/ interview)

Please check one: Absence for Job Interview

Absence for College Visitation: First Visit Second Visit

College to be visited: _____

Job interview location: _____

Parent/Guardian Signature: _____

This form must be submitted at least two days prior to the date of absence for administrative pre-approval.

Please note:

Students are responsible for work/assignments/projects missed during their absence and must **contact each teacher** to make arrangements to make-up all missed schoolwork.

Teacher approval is only required for absences that conflict with final exams for consent/approval of each teacher to arrange a make-up exam:

Period 1: Teacher Name: _____ Initials: _____

Period 2: Teacher Name: _____ Initials: _____

Period 4: Teacher Name: _____ Initials: _____

Period 5: Teacher Name: _____ Initials: _____

Office Use Only

Received: _____

Reviewed by: _____ Absence will be: Approved Denied/Unexcused

Parents and students should check Aspen for confirmation of pre-approved absences. Absences will be entered as College Visit beside the approved date of absence.