

# 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.**