INSTRUCTIONS FOR COLLEGE VISITS

Hello! Congratulations on your endeavor to find the perfect college/university for you. It is important that your attendance records remain as accurate as possible. To this end, our attendance policy states that you are allowed to have two days where your attendance will not reflect absences if you are on a college visit during Junior and Senior year, for a total of 4 days. The forms attached to this message will ensure your attendance records reflect your college visits. Please follow the instructions below.

1. Fill the Parent Request for Excused Absence form, and get your grade from your English and Math teachers.
2. Have your AP approve and sign the Pre Approved Absence before a college visit.
3. Take the College Visit form with you on the day of your campus tour.
4. Have the college admissions personnel sign the bottom of the College Visit form, verifying your visit. OR Have the college admissions personnel give you a letter on official college letterhead that states the date of your visit, and a name/phone number for verification purposes.
5. Bring the forms to the attendance office AFTER your college visit for correction.

Good luck on your visit!
Conroe High School
Parent Request for Pre-Approved Absence

As the parent, or legal guardian, of _______________________ who attends Conroe High School, in the ______ grade, I request approval for _____ days of excused absence from school for the following reason: ______________________

________________________________________________________________________

________________________________________________________________________

Dates of absence:

________________________________________________________________________

________________________________________________________________________

• • • • • • • • • • • • • • FOR TEACHER USE ONLY • • • • • • • • • • • • • •

Current progress in class is ☐ satisfactory ☐ unsatisfactory

Language Arts teacher name __________________________

Comments: ________________________________________

Math teacher __________________________

Comments: ________________________________________

• • • • • • • • • • • • • • FOR AP OFFICE USE ONLY • • • • • • • • • • • • • •

Number of days already used by this student as excused _____ unexcused_____

Check one:

☐ Request granted

☐ Request not granted but the student will be permitted to make up all school work which is missed.

☐ Request not granted

☐ Parent notified

Comments: ________________________________________

________________________________________________________________________

________________________________________________________________________

Principal __________________ Date __________________
CV VERIFICATION

CAMPUS NAME __CONROE HIGH SCHOOL__________

CAMPUS ID __170-902-001_____________________

STUDENT NAME _____________________________

STUDENT ID# (Local) _________________________

DATE(S) OF CV ______________________________

Have college/university representative complete the information below while you are on their campus.

_________________________________________

This is to verify that the student named above

visited _______________________________________

(Name of college or university)

on ____________ for the purpose of determining his/her

(Date/s)

interest in attending this institution.

_________________________________________  __________________________

(College/University Personnel Signature)       (Title)

stamp or seal showing name of college/university:

______________________________