

College Visitation

Students occasionally make a request to be absent from school in order to visit a college. While the school supports college visits, we also encourage minimal absence from school. If the college cannot be visited at a time when Arcadia is not in session and if the student's academic standing and general school attendance so warrants, a student may be granted **TWO visitation during their junior year** and **TWO visitations during their senior year**. Students must complete and return the Pre-Planned Absence Form to the office TWO DAYS prior to college visit. **Students will not be excused for a college visit after May 1, unless unique circumstances exist.**

Failure to follow the above procedure could result in the days absent to be considered unexcused. Requests for college visitation just prior to semester and final exams are greatly discouraged due to the importance of these tests and their impact upon students' grades and achievements. Exams must be made up following the student's excused absence. If there is no date assigned for the make up of an exam, the student will be given one contact day upon his return to school before taking the exam(s) in question.

1. Student must complete the Pre-Planned Absence Form **TWO DAYS PRIOR** to college visit.

Student

Parent Signature

Date of College Visit: _____

Name of College, Business, School or Branch of Military _____

Signature of College Representative: _____