



Absence for College Visits

Gwinnett County's Board of Education strongly encourages regular attendance for the entire school year. Regular attendance is needed in order for the students to obtain the maximum benefit from the educational opportunities offered. Therefore, students are urged to visit colleges the summer prior to their senior year or on a weekend, thereby avoiding the loss of valuable class instruction.

If you must go on a school day, arrangements must be made with **ALL** of your teachers **before** the date of your visit. If one of your teachers feels you should not miss class due to a test, project or other class assignment, you will need to change the date of your visit. Since most colleges have several official visitation days and many will provide a tour of their campus at any time, it should never be necessary for you to go without all your teachers giving their approval.

The conditions under which this absence will be granted are as follows:

1. This form must be completed by parents and teachers **before** your visit and submitted to the attendance office upon the student's return with verification, from the college, that you attended.
2. The student may make up the work missed during the absence following the teacher's policy as outlined in their syllabus or Mill Creek's make up policy (teacher's discretion).
3. Any work assigned by the teacher and not made up by the student will receive a zero.
4. Any previously assigned projects, term papers, or major assignments that are due during the absence must be turned into the teacher in advance of the absence.
5. Individual teachers will decide to give the student's daily make-up work in advance or following the absence.
6. Prearrange college visits are limited to seniors and a maximum of three (3) separate requests per school year.

Parent/Guardian Approval

Student Name _____ Student Number _____

Date of Visit: _____ College/University _____

Parent Signature: _____

School Approval

Teacher Signatures:

Per	Teacher's Signature	Subject
1		
2		
3		
4		

Per	Teacher's Signature	Subject
5		
6		
7		

College/University Verification

Signature of College Official	
Printed Name and Title	

MILL CREEK HIGH SCHOOL