



YORK SUBURBAN SCHOOL DISTRICT  
 PRE-PLANNED COLLEGE VISIT/TOUR  
 REQUEST FOR EXCUSED ABSENCE FROM SCHOOL

Student's full name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of proposed absence \_\_\_\_\_ through \_\_\_\_\_

**\*Request must be submitted to the guidance office at least one week prior to visit.**

Person(s) directing and/or supervising student during above absence:

Name \_\_\_\_\_

Address \_\_\_\_\_

Name and location of college to be visited:

\_\_\_\_\_  
 \_\_\_\_\_

**\*You must return an official notification of your visit from the college to the main office.**

I certify all of the above information to be true:

\_\_\_\_\_  
 Signature of Parent and/or Guardian

\_\_\_\_\_  
 Date

FOR GUIDANCE COUNSELOR USE ONLY:

This college is a suitable school to be visited by student: Yes \_\_\_\_\_ No \_\_\_\_\_

Counselor signature \_\_\_\_\_

FOR HIGH SCHOOL OFFICE USE ONLY:

Prior requests \_\_\_\_\_ Dates \_\_\_\_\_

Determination:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

School Official signature \_\_\_\_\_

**It is the student's responsibility to notify each teacher in advance  
 and have all issued assignments completed in advance.**

YORK SUBURBAN SCHOOL DISTRICT  
BOARD POLICY 204  
COLLEGE VISITS/TOURS

College visits should be scheduled outside the regular school day whenever possible. Each junior and senior student is permitted **three** college visits per academic year. If an appointment with a college official must be scheduled on school time, the following procedures must be followed or the absence will be considered unexcused:

A request from the parent/guardian must be submitted to the guidance office at least **one week** in advance for pre-approval.

The student must be accompanied by a parent/guardian.

An appointment with an admissions officer must be scheduled.

A letter from a college official on the college letterhead which verifies the date and time of the visit must be submitted to the attendance office upon return to the high school.