

# Elk Grove Unified School District

## *Excused Absence Request for a College/Military Visit*

### PART I – To Be Completed by Family

Student's Name (Print)	Student ID #	Grade Level (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Junior <input type="checkbox"/></span> <span>Senior <input type="checkbox"/></span> </div>
Name of College/ Military Facility to be visited		Date(s) of Scheduled Visit  <div style="display: flex; justify-content: flex-end;"> <input type="checkbox"/> One Day   <input type="checkbox"/> Two Day         </div>

The *Excused Absence Request for a College/Military Visit* form must be completed and submitted to the campus attendance office at least ten (10) school days prior to the requested visit so that eligibility criteria can be verified and approval granted no later than five (5) days prior to the requested date for college/military visit.

As the parent/guardian of the student requesting this excused absence or as the adult student, I understand that only those students who meet the following criteria will be allowed to have two (2) excused absences for the purpose of making a college/military visit(s) during their junior year and two (2) excused absences for the purpose of making a college/military visit(s) during their senior year:

1. Student **must** be on track to graduate on time.
2. Student is classified as a junior or senior based upon credits earned.
3. The student is passing **all** course work at the time of the request.
4. The student has **no** truancy or other attendance concerns (i.e. excessive tardies or absences).

I understand that:

1. Prior approval is required for an excused day of absence to be granted. No partial day absences will be granted.
2. Approval will not be granted on a day when major exams are scheduled.
3. If the college/military visit is cancelled or changed for any reason, a new form **must** be submitted for approval.

I verify that the above named student meets all of the criteria listed and will not exceed the number of excused days of absence allowed for college/military visits this school year.

Parent/Guardian's / Adult Student's Signature	Date
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### PART II – To Be Completed by High School Personnel

Printed Name Of Principal or Designee	Verification (check item number from Part I if student meets criteria)  <div style="display: flex; justify-content: center; gap: 20px;"> <input type="checkbox"/> 1.           <input type="checkbox"/> 2.           <input type="checkbox"/> 3.           <input type="checkbox"/> 4.         </div>	
Signature Of Principal or Designee	Status  <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date