

**PALO ALTO UNIFIED SCHOOL DISTRICT  
PRIOR APPROVAL APPLICATION FOR COLLEGE VISITATION**

|   |
|---|
| <b>College you are visiting:</b><br><br>_____ |
|---|

Student Name \_\_\_\_\_

Counselor: \_\_\_\_\_ Grade: \_\_\_\_\_

Absences which are requested in writing, prior to the absence, may be approved by the principal or assistant principals.

**REMINDER: (SENIORS AND SECOND SEMESTER JUNIOR STUDENTS ONLY)  
YOU ARE LIMITED TO 5 DAYS OF COLLEGE VISITATIONS PER SCHOOL YEAR!**

**Procedure:**

1. Complete this page with a signature from your parent/guardian and then obtain approval from an Assistant Principal.
2. Take the form to each teacher and request assignments (see reverse page.)
3. Return this to the Attendance office to receive final approval.
4. **NOTE: BOTH SIDES MUST BE COMPLETED BEFORE FINAL APPROVAL**

**THIS PROCEDURE MUST BE COMPLETED 24 HOURS PRIOR TO THE ABSENCE**



I, \_\_\_\_\_, will be absent from \_\_\_\_\_ to \_\_\_\_\_  
(student name) (day/date) (day/date)

\_\_\_\_\_ school days, for the college visitation(s):  
(number)

I understand that it is my responsibility to complete the work I will be assigned during this absence prior to my return or this approval will be void.

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Student's signature)

**Tentative Approval:** \_\_\_\_\_  
(Assistant Principal's signature)

**Final Approval Granted:** \_\_\_\_\_  
Attendance

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher Advisor: \_\_\_\_\_

TEACHERS: Please indicate the work to be completed by the student this absence period. Unless you contact the assistant principal on duty otherwise, your signature will also indicate that the student has met his/her obligations to contract below.

| <b>Period</b> | <b>Assignments</b> | <b>Teacher's Signature</b> |
|---------------|--------------------|----------------------------|
| 0             |                    |                            |
| 1             |                    |                            |
| 2             |                    |                            |
| 3             |                    |                            |
| 4             |                    |                            |
| 5             |                    |                            |
| 6             |                    |                            |
| 7             |                    |                            |
| 8             |                    |                            |