



# College Day Request Form

*According to local board policy, O'Donnell ISD shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of high education. The student is required to submit verification of the visit from that institution, or it will be considered an unexcused absence.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Location of Visit: \_\_\_\_\_

This letter is in request of an excused college day as detailed above. I understand the rules regarding excused college days and will abide by them.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Frequently Asked Questions**

**How many excused college days am I allowed to take my freshman and sophomore years?**  
None. Local policy allows these visits only during junior and senior year.

**How many excused college days am I allowed to take my junior year?** Up to two (2)

**How many excused college days am I allowed to take my senior year?** Up to two (2)

**What if I don't use both of my days my junior year? Do we get to add that day to my senior year?** No. If you do not use both of your days your junior year, you simply lose them.

**How do I prove I visited my college?** All colleges know that high schools require verification of your visit. They will provide you with an official document that you must submit to Ms. Garza within three school days of your absence. If they do not offer one, you need to ask. No exceptions will be made for this requirement.

## **What do I do if I want to take a college day?**

1. Schedule a tour ahead of time with your college.
2. Get this letter signed by a parent and returned to Mr. White or Mrs. White for approval PRIOR to your absence. It will then be given to Ms. Garza so that she can update your attendance.
3. Enjoy your tour!
4. Bring back the verification of your visit and submit to Ms. Garza.

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