



DUNEDIN HIGH SCHOOL COLLEGE VISITATION FORM



A great way to help your student identify their school of choice is to visit the campus. Since college tours often occur during the school week, juniors and seniors can receive up to SIX EXCUSED ABSENCES for college visits/tours, as well as armed forces and vocational school visits.

Approved college/armed forces/vocational school visits **will not count** as one of the five absences that could lead to the failure to participate in eligibility for exam exemptions.

For these absences to be excused/approved, students must complete the following:

1. Prior to the visit, parent written notification that includes the name of the institution and the date of the planned college visit can be provided to our attendance clerk Mrs. Daunt or emailed to dauntk@pcsb.org.
2. During the visit, the student needs to request a letter of verification on the school's letterhead stating that the student visited the college on the date he/she was absent from school. A "Thank you for visiting" email is also acceptable and can be forwarded to dauntk@pcsb.org. Confirmation of a scheduled visit email is not acceptable.
3. On the day of return, the student should submit this college visitation form along with the letter of verification to Dr. Flocken.
4. Once this is completed, the absence will be excused within 1 week of submitting the verification.

Student name: _____ Grade: _____

Institution to be visited: _____

Date(s) of visit: _____

Parent signature: _____

(for school personnel only)

Approved by: _____ Date: _____