



**THOMAS JEFFERSON HIGH SCHOOL
COUNSELING OFFICE**

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WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

ERIN YEAGER
STUDENTS A-G

REGINA SLATER
STUDENTS H-O

MIKE KILCOYNE
STUDENTS P-Z

MICHELLE LANDER
SOCIAL WORKER

LYNNE HAGGERTY
ADMIN. ASSISTANT

College Visit Absence Form

We're excited for you to go visit colleges to see where you think would be a great fit. College visits can be an excused absence from school. Any visit completed without this form being returned will be excused as a parent excused absence if a note has been turned in. Here are the steps you need to take to have your college visit excused as a career planning day.

- 1) Let your teachers know that you will be out of class. You are responsible for getting and completing the assignments from your teachers for the day(s) you'll be out of class.
- 2) Bring in a parent note or have them email the attendance office with your name, the date of your visit, and the school you'll be visiting.
- 3) Have this form completed by someone on campus confirming your visit.
- 4) Return this form to the attendance office.
- 5) Complete a College Campus Reflection Survey on Naviance after going on your visit.

Name of Student: _____ Date(s) of Visit: _____

Name of School Visited: _____

Name of School Representative Verifying Visit: _____

Email Address of School Representative: _____

Signature of Representative: _____