

Liberty Center Schools Post-Secondary Visitation Form

Date: _____

I would like to take _____ On a visitation to _____
Name of Student

Name of Establishment Field of Interest

It will be necessary that he/she miss school on _____
Date(s)

Adopted by the Board of Education:

Juniors and Seniors will be allowed up to three days excused absence for the purpose of pursuing post-secondary opportunities, provided prior notice is given the principal, and the proper form is processed **prior** to the student's visitation.

The visitation time shall count as time absent in calculating the hours absence limitation. Visitation days over the permitted 32.5 hours for a semester and 65 hours for the year, will be unexcused with the student not being permitted to make-up any work for the days listed as unexcused. Parents of students who are consistently over their allotted excused absences or who are at academic risk are discouraged from taking their child out of school for a visitation.

In order for these days to be excused, the student must follow this procedure:

- Make an appointment with the establishment the student wishes to visit.
- The student will complete the Post-Secondary Visitation form in the office and have it signed by all of his/her teachers. This form must be turned in prior to the visitation.
- On return, the student must have a signed letter from the Establishment/Event to give the high school office and complete an absence report.

I am aware of my child's current school attendance and grades.

 Signature of Parent

Period	Teacher Signature	Subject/Class	Current Grade

PARENTS WILL BE NOTIFIED IF, IN THE OPINION OF SCHOOL OFFICIALS, THE STUDENT'S ABSENCE MAY ADVERSELY AFFECT THE STUDENT'S GRADE.