



Career Day Request Form

Requests for excused days must be approved
 a minimum of two FULL school days prior to your planned absence.
 Example: In order to have a Thursday absence approved, it must be received in the
 office no later than Tuesday at 7:50am sharp. It will be an unexcused absence if it's
 not turned in on time.

Student Name: _____

College/University you intend to visit: _____

Trade show/job fair/college fair/conference you're attending:

1st request of the year _____ 2nd request of the year _____

3rd request of the year _____ 4th request of the year _____

I'm not sure which request this is and need that double checked _____

Date (s) you intend to be absent: _____

Purpose of Visit: _____

Signature of Parent/Guardian(s): _____

Date of Signature: _____

Signature of Administrator: _____ Date _____

Signature of Counselor: _____ Date _____