



## Grainger High School *Request for College Day*

Each senior will be granted two excused days to be used during the senior year and each junior will be granted one excused day to be used during the junior year. In order to receive “excused” status students must: 1) turn in the completed request form to the school counselor at least three days prior to the date of the scheduled visit and 2) turn in verification of the visit (on official letterhead) to the school counselor on the next school day after the visit.

*Please Print Clearly.*

**Student Name:** \_\_\_\_\_

**Date of Scheduled Visit:** \_\_\_\_\_

**Name of Institution to be Visited:** \_\_\_\_\_

**Contact Person at Institution:** \_\_\_\_\_

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

*Please have each of your teachers to sign below to indicate their awareness of your scheduled absences. You must make arrangements with each of your teachers to complete any missed assignments.*

**1st Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2nd Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3rd Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**4th Period:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Counseling Office Use Only*

**Completed Request Form**

**Verification of Visit Submitted**

**Coded on STAR Student/Date:** \_\_\_\_\_

**Turn in to Main Office for File**