

FAIRFIELD CHRISTIAN ACADEMY

Off-Campus College/Career Visit/Senior Project Request Form

Student's Name: _____

College/Career Center Name(s): _____

Senior Project Event: _____

Date(s) absent from school: _____

Instructions: Prior to your college/career visit or senior project event, you must complete this form with signatures. The final approval you need is from the guidance office. You must give Mrs. Knechtel/Mrs. Stephens this form, with the required signatures, no later than 24 hours before your departure on a weekday. The signed form then will be taken to the secondary attendance office so that teachers can be notified. The student must get the attached verification form or an equivalent form from the college/career/senior project activity supervisor and return it to the attendance office so that the visit can be marked as excused "other".

Policy: Visits must be official college/career visits or senior project activity and students must have an appointment with the college/career center or senior project event. Freshman and sophomore students may request to participate in an off-campus visit, but must consult with the guidance office prior to making any initial arrangements.

Students are responsible for all work missed during the time of the visit. Any long-term projects must be turned in before the visit begins. It is the responsibility of the student to make arrangements with teachers to make up any tests and/or quizzes.

I understand that it is my responsibility to visit the college/career center/senior project activity listed above and make this visitation a meaningful experience. I further understand that Fairfield Christian Academy waives all responsibility for transportation to and from the event, as well as for my actual visitation.

_____ Student Signature

Required Signatures:

Parent/Guardian Signature: _____

Guidance Counselor: _____

FAIRFIELD CHRISTIAN ACADEMY

Off-Campus College/Career Visit/Senior Project Verification Form

Many colleges/universities have an official absence from school verification form that you must bring back to the attendance office on the first day back from your college visit.

If a college does not have a form please have the college/career/senior project activity official complete the form below and return it to the attendance office at FCA.

Students who do not bring in a verification form will not be granted an excused absence from school for the college visit.

The following is to be returned to the high school office the first day the student returns to school, following the college/career visit/senior project activity. If the student does not return this form the absence will be considered unexcused.

This certifies that _____ was a visitor at
(Student Name)

(Name of College/University/Technical School/Career Center/Senior Project Event)

(Date of Visit/Event)

Official Signature – School Contact Person

Title _____ Phone Number _____