

Request for College Day

1. In general, only seniors may request college days. **Any junior requesting a college day must acquire special permission from the Principal or Executive Director.**
2. Students must make requests at least five (5) days prior to the day of the visit and turn the completed form in to the Attendance Secretary.
3. Upon returning to MSA, **students must provide written documentation of attendance from the college visited.** Verification with an official signature on college stationery must be turned in to the Attendance Secretary. **It is the student's responsibility to ensure that verification documents are provided to the attendance secretary within three (3) days of the student's return to MSA's campus. Absences will not be excused until documentation is received.**
4. Two days per senior year are allowed. If you need more days for a single trip (e.g., traveling out of state) or additional college visits, acquire the approval of the Principal or Executive Director before leaving on the trip.

Student's Name: _____

Today's Date: _____ Date of College Visit: _____

College You Intend to Visit: _____

Location of College: _____

Signature of Attendance Secretary

Date Received