



TSA Pre-Planned COLLEGE VISIT Absence Form

Three (3) college visitation days are permitted as excused field trip days per year for juniors and seniors. If additional days are required, those will be counted as absences (excused with documentation).

- Students must submit a completed TSA Pre-Planned College Visit Absence Form that has been signed by the student's guidance counselor, as well as initialed by all of the student's teachers at least 2 days prior to the college visit.
- Students must secure official documentation of the visit from the college indicated on this form. This documentation must be submitted to the High School Office within 5 days of the visit.
- Seniors may not use a college visitation day during the second semester without special permission from the guidance counselor.
- Upon return to school, homework assignments will be due the first day back to school. Tests will be made up as soon as possible, with no more than 1 day of make-up time permitted for each day of absence. Teachers will not be expected to tutor individual students.

(Note: TSA does not provide transportation for college visits).

Complete fully before submitting form to the office:

Student Name and Grade:

Date:

Address:

Phone:

Name of College/Date(s) of Visit: _____

Counselor Signature: _____

Student Signature: _____

Parent/Guardian Signature: _____

Teachers' Initials: _____
1st 2nd 3rd 4th 5th 6th 7th 8th

It is understood that teachers' initials do not indicate approval of the absence, but rather awareness of such.

(Office Use Only)

Administrator Signature: _____ Approved ☐ Denied ☐

Edited: 7/30/26