



The Woodlands College Park High School

School Notification of Student Absence

Completed form must be returned to the attendance office no less than 2 school days prior to the first date of absence.

Student Name: _____ Student ID. _____ Grade: _____

Dates of Absences: _____

As the parent/guardian of the above student, I am notifying College Park High School of a future absence for the purpose of: (Check One)

____ College Visit: Name of College/University _____
(College Visit Verification Form Required)

____ Other: (Describe) _____
(Applicable to make up hours and the exemption policy.)

(NOTE: Per state law, juniors and seniors are only allowed 2 days for college visits. A College Visit Verification Form must be completed by university personnel and returned to the Attendance office to receive "CV" status. Reasons for all absences, EXCLUDING College Visits, are subject to Section 25.092 of the Texas Education Code which states that a student must have 90% attendance or better to receive credit for a course. Therefore the student is subject to making up hours, exemption policy and all school policies.)

Students are expected to obtain all assignments prior to leaving for the absence. Assignments should be completed and returned to each respective teacher and participation for any major grade, test or project, is expected upon return to campus.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

FOR TEACHER USE ONLY:

1st period class: _____ **Teacher signature:** _____

2nd period class: _____ **Teacher signature:** _____

3rd period class: _____ **Teacher signature:** _____

4th period class: _____ **Teacher signature:** _____

5th period class: _____ **Teacher signature:** _____

6th period class: _____ **Teacher signature:** _____

7th period class: _____ **Teacher signature:** _____