

**Ephrata High School
Ephrata Area School District
803 Oak Blvd.
Ephrata Pa. 17522
717-721-1478**

**College / Military / Career Experiences
Pre-Approval Form**

Pre-approval must be granted for all absences related to college / military visitations as well as career related shadowing experiences that are approved by the student's school counselor. This form must be submitted at least two (2) school days before the visit, or the absence will be considered unexcused and the student will not be permitted to make up any work. Students should inform their teachers of the upcoming absence and make up all class work missed during the absence. This absence will count toward the eight excused absences permitted in EASD policy 204: Attendance.

To Be Completed By Parent/Guardian:

Student Name: _____ Grade: _____

Date(s) of Proposed Absence: _____

Reason for Absence (please check one of the below):

- Career Shadow- Company: _____
(You must bring a verification note to the Attendance office from the company upon your return)

Company Contact: _____ Phone: _____

School Counselor Approval: _____

- College Visitation- List College: _____
(You must bring a verification note to the Attendance office from the college upon your return)

- Military Visitation- List Branch and Location: _____

The below signatures represent approval for the requested trip as well as serve as the student's return note.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

This form should be completed and returned to Attendance Office two (2) days prior to days requested. Any questions regarding dates/time, please call your Guidance Counselor or Attendance Office.