

Procedure for Excused Absence for College Visits

Students are allowed a total of eight excused days for college visits throughout their sophomore, junior, and senior years. They cannot use more than five days in any year. Students must come to the School Office at least two days prior to their scheduled college visit to obtain the College Visit Form or may obtain a form at the MACA website/Academic Dean. This form will be signed by the student and Academic Dean prior to the college visit. A copy of the form will be returned to the student to take to the college when the visit is made. The form must be signed by the parent/guardian and by the college representative with a seal or business card attached before it is returned to the School Office. A copy will be maintained in the student's file as an approved absence. Each student will be held responsible for making up any missed class and home assignments during the college visit. Questions can be directed to the Academic Dean.