Attendance Code CV Requirements

1. The student must be in either grade level 11 or 12.

2. A maximum of 2 days is allowed for CV coding per grade level.

3. The student/parent must get prior approval from a campus principal or assistant principal for the college visit (see StudentHandbook section on pre-approved absences).

4. The CV Verification form must be given to the student/parent atthe time the prior approval is given. The student/parent shouldbe informed that the completed form must be returned to the attendance office following the college visit.

5. The completed CV Verification form must be turned in to the attendance office after the student has completed the visit.

6. The attendance office will code the absence CV when all of the preceding steps have been completed.

7. If a student has followed all requirements (1- 5, above), and the college/university personnel provide a verification statement on college/university letterhead instead of signing the CV Verification form, the student should turn in both the CV Verification form and the statement to the attendance office after the student has completed the visit. The letterhead statement should be attached to the back of the form and the CV code should be used.

CV Verification

Student Name _____

Student ID# _____ **Grade** _____

Date(s) of CV _____

Have college/university representative complete the information below while you are on their campus. Then return completed form to the Attendance Office after your visit.

This is to verify that the student named above visited _____
Name of college or university

on _____ **for the**
Date(s)

purpose of determining his/her interest in attending this institution.

_____ _____

College/University Personnel Signature **Title**

stamp or seal showing name of college/university: