

MECHANICSBURG AREA SCHOOL DISTRICT

ABSENCE REQUEST INFORMATION

Post-Secondary Institution/College Visitations and Job Interviews

A request to excuse a student from school for the purpose of a prospective post-secondary institution/college visit OR a job interview will be evaluated on an individual basis by the student's counselor and an administrator. We encourage students to schedule such visits for non-school days, if possible. Additionally, we expect that students will visit only those schools or interview for jobs in which there is a sincere interest. *We do not encourage visits of this nature prior to a student's junior year, and job interviews are only approved during a student's senior year.*

The school time missed will be counted as an absence. As long as the visit or job interview is approved, the absence will be considered "excused". **They will NOT be approved and "excused" for students that are scheduled to take state assessments on the date(s) of the requested absence.**

The Counseling Department recommends that you contact the post-secondary institution/college in advance to schedule an appointment with the admissions office and/or financial aid office. The likelihood of a productive visit is greatly increased if the institution/college is aware of your plans to visit. Job interviews are also expected to be pre-planned.

If you would like additional information about scheduling these visits, please feel free to contact your alpha-assigned counselor at 717-691-4543 or by email.

Student Last Name	Counselor	Email
A through D	Kaitlin Walsh	kwalsh-tankersley@mbgsd.org
E through K	Katie Jenner	kjenner@mbgsd.org
L through R	Joel Covert	jcovert@mbgsd.org
S through Z	Kristie Socha	ksocha@mbgsd.org

Students should bring the completed Absence Request Form with parent/guardian signature to the Counseling Department **WITHIN THREE SCHOOL DAYS PRIOR TO THE DAY OF VISITATION OR JOB INTERVIEW.** The form will not be approved without having a parent signature.

Once the form is approved/signed by both your student's Counselor and an Administrator, the form will then be forwarded to our Attendance Office.

THE FORM WILL ALLOW SPACE FOR DESCRIPTION OF UP TO 2 SCHOOLS OR INTERVIEWS WITHIN THE SAME ABSENCE/VISIT PERIOD. If you are planning to visit more than two schools within one absence, you must submit a second Request Form.

MAXIMUM # OF DAYS ABSENT: The total number of days a student may be excused for pre-approved absences (educational trips, college visits, etc.) is limited to 10 days per school year. If a student is absent 25 times or more (12 for a semester course), the administration, in conjunction with the teacher, may deny credit for that course. Students with extended illness or other serious problems will be granted special consideration.

MECHANICSBURG AREA SCHOOL DISTRICT

ABSENCE REQUEST FORM

Post-Secondary Institution/College Visitations and Job Interviews

Students should bring this completed form with parent/guardian signature to the Counseling Department **WITHIN THREE SCHOOL DAYS, PRIOR TO THE DAY OF VISITATION OR JOB INTERVIEW**. More than two visits or job interviews within the same absence will require a second request form to be completed. **Please be sure to read all request information on the reverse side of this page.**

STUDENT INFORMATION

Last Name: _____ First Name: _____ Grade: _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN INFORMATION

Last Name: _____ First Name: _____

Home Phone/Cell Phone: _____ Work Phone: _____

Parent/Guardian Signature: _____ Date: _____

VISITATION OR JOB INTERVIEW #1

Name of Post-Secondary Institution/College OR Business Name for Job Interview: _____

Address: _____

Phone: _____ For Job Interview, please provide Date & Time of Interview: _____

Visitation Date: _____

OR Dates if more than one day is being requested for this absence: _____ through _____

VISITATION OR JOB INTERVIEW #2

Name of Post-Secondary Institution/College OR Business Name for Job Interview: _____

Address: _____

Phone: _____ For Job Interview, please provide Date & Time of Interview: _____

Visitation Date: _____

OR Dates if more than one day is being requested for this absence: _____ through _____

Counselor Signature: _____

Date: _____

Administrator Signature: _____

Date: _____