



# TOOLS

## Teacher Permission Form for Class Absence

(Only include periods that students will miss)

You are excused from (part of day or full day) of school on (date) to participate in a college and career fair at (location). There are certain procedures that must be followed for this to happen. All teachers whose classes you will miss must be informed, and you must obtain all assignments for the day of the tour. It is up to your individual teachers to decide when the assignments you miss will be due.

**This form must be completed with all teacher signatures and turned in to (whom) *by the established deadline* in order for you to be excused from class. Students will not be permitted to attend the college and career fair if they have not submitted completed permission forms.**

Student name:	Date of fair:
Period 1 teacher signature:	Assignment:
Period 2 teacher signature:	Assignment:
Period 3 teacher signature:	Assignment:
Period 4 teacher signature:	Assignment:
Period 5 teacher signature:	Assignment:
Period 6 teacher signature:	Assignment:
Period 7 teacher signature:	Assignment: