



# De Soto Area School District



**Kelly Kilburg  
Guidance Counselor  
De Soto Middle/High School**

Dear Parents and Students,

The district recognizes that part of the postsecondary selection process involves visits to college campuses. Traditionally such visits occur during school vacations or weekends. However, we acknowledge that it may become necessary for the visit to take place during school hours. For this to be considered an excused absence, the information below must be completed by an Admissions Office representative. A separate form needs to be completed for **each** visit to an institution. Students are allowed two excused college visits per year.

The completed form should be returned to the Middle/High School Office the following school day.

Sincerely,

*Kelly Kilburg*

Kelly Kilburg  
Guidance Counselor

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## Verification of Student Attendance

Please complete the information to document the aforementioned student's attendance;

College/University Name: \_\_\_\_\_

Admissions Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone & extension: \_\_\_\_\_

Date(s) of Visit: \_\_\_\_\_