



# Manhasset Public Schools

## High School Counseling Department

---

*Joy-Anne D'Anca, Ed.D.: Director of School Counseling Services*

*Counselors: Danielle Cerulli  
Jennifer Landman*

*Kimberly Cosenza  
Lori Margulies*

*Marcy Fogel  
Kristen Ruthkowski*

Dear Parents,

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

**Please return this completed form to the Attendance Office, upon your child's return to school.**

Sincerely,

*Joy-Anne D'Anca*

*Director*

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: \_\_\_\_\_

Phone: \_\_\_\_\_

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