



Manhasset Public Schools

High School Counseling Department

Jane Grappone: 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,

Jane Grappone,
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: _____