



Santa Monica High School

A TRADITION OF EXCELLENCE SINCE 1891

Dear Parents,

Santa Monica High School recognizes that part of the postsecondary selection process involves visits to college campuses. Traditionally, these 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 “school activity” in the Samohi Attendance Policy, the information below must be completed by an Admissions Office Representative. This form needs to be completed for **each** visit to an institution.

Please return this completed form to your House, upon your student’s return to school

Sincerely,

Santa Monica High School Administration

Student Name: _____ Student ID# _____

Student Signature: _____ Student House: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Verification of Student Attendance:
Please complete the information to document the student’s attendance.

College/University Name: _____

Admissions Representative Name (attach business card): _____

Admissions Representative Signature: _____

Date(s) of Visit: _____

For Office Use Only

Cleared _____

Filed _____