

CECAAL ECL College Tours
P.O. Box 42406, Philadelphia, PA 19101-2406
1-267-255-3428

REQUEST FOR EXCUSED ABSENCE TO ATTEND A COLLEGE TOUR DAY TRIP

Full Name of Student (First, Middle, Last): _____

Address: _____ City: _____ State: _____ Zip: _____

NOTE: Give this form to your school or employment officials only if you are seeking an excused absence or college prep credit for going on the college tour. Don't forget to fill in the dates of your tour below.

To: The school or employer of the student listed above

From: Rev. Nelson E. Copeland, Jr. President-CECAAL

Re: Request for an excused absence and/or extra credit for the student listed above

Dear school or employment official,

This letter is to request an excused absence from school and/or employment for the student named above.

On the Date(s) of: _____ the student named above **IS APPROVED TO ATTEND** the College Tour sponsored by CECAAL ECL Tours and can be verified verbally by calling the phone number above in needed. The student will experience either a simple college visitation college tour or an academic college visitation college tour. The student or their parent can provide the itinerary or email cecaalcollegetour@gmail.com and I will be glad to send you the itinerary the student is registered or awarded to see.

If an excused or partial absence is permitted the student can make arrangements for the school work to be completed with their individual teachers or overtime with their employer. However, for assignments which may be due during the college tour itself we can provide a means for the students to get those assignments in to the school by either e-mail (if this is possible) and/or by fax if so notified.

The student will attend the following colleges (Posted below or attached):

Finally, this letter is signed both by I, the President of the organization CECAAL, and the student's parent (if required). My signature is a scanned e-signature as this letter is given to all students who are registered. If you need an actual signature or need to verify verbally feel free to call me concerning any issue pertaining to the tour at the phone number above or contact the student's parent directly on issues pertaining to the student.

Working to make students leaders,



Rev. Nelson E. Copeland, Jr. President
CECAAL ECL Tours

Parent(s) signature (if needed--here), _____