

## **Overlake Excused Absence Policy: College Visits**

### **Overlake Excused Absence Policy for College Visits**

Overlake juniors and seniors are allowed up to 4 excused absences during each academic year for college visits.

In order for a college visit to be excused, students must discuss their absence with their teachers and notify in-season coaches (when applicable) well in advance of their departure.

Students seeking an excused absence should email Tara Mounsey, Overlake's Front Office Manager, and copy their Overlake College Counselor.

**A sample email template is included for your reference below.**

If additional days beyond the four excused absences for each academic year are necessary, they must be approved by the Head of Upper School and a student's assigned Overlake College Counselor/Academic Dean.

### **SAMPLE EMAIL: EXCUSED ABSENCE NOTIFICATION FOR A COLLEGE VISIT**

**To:** Tara Mounsey, Attendance Contact & Overlake's Front Office Manager,  
[Tmounsey@overlake.org](mailto:Tmounsey@overlake.org)

**Cc:** Your Overlake College Counselor\* and, if you're In-Season, your Overlake Athletic Coach

\*Overlake College Counselors: Kate Asgari [Kasgari@overlake.org](mailto:Kasgari@overlake.org) OR Tanya Cummings  
[Tcumplings@overlake.org](mailto:Tcumplings@overlake.org)

### **Your Excused Absence Notification Email Must Include:**

- a. Your first and last name and any nicknames
- b. Your current grade at Overlake
- c. All school days and dates you will miss during your college visit/s
- d. Names of the college/s you will visit