



Imani Rites of Passage and Company

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IMANI ROP EXCUSED ABSENCE FORM

Copy of form: Office, Attendance Office, Counselor & Teachers

2nd Annual College Tour

OBJECTIVES: To provide students with an enhanced awareness of the academic programs, entrance requirements, career opportunities, financial resources, and social and emotional support mechanisms offered by Historically Black Colleges.

Missouri Learning Standards Integrations: Engage in opportunities to approach tasks as a reader, writer, consumer, liaison, and developer of lifelong business skills while incorporating technology.

Date: October 9, 2107

Dear Business Official:

Excused Participant:

Consent:

Business:

This letter is for file as an excused absence from employment for the named above. On the Date(s) of: *October 18, 2017- October 21, 2017. IS APPROVED TO ATTEND* the College Tour sponsored by Imani Rites of Passage and Company.

Attendees can make arrangements for the school work to be completed with their individual teachers, waived, alternative credit assignment, 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 into the school via e-mail via one of our administrative managers. (*Please email any assignments due during the tour to: ceo.imani@gmail.com* Participants will tour the campuses of *Spelman, Clark-Atlanta, Morehouse and Tuskegee Universities*. Please make arrangements if necessary for attendees to complete any assessments prior to or after college tour without penalty.

Participants will meet with admission counselors, visit classrooms and tour the campus led by student ambassadors. In addition to this educational experience, the students will be given assignments and a college portfolio. Additionally, attendees are required to participate in a debriefing session which includes academic questions and answers regarding the trip.

Sincerely,

Mary Ann Dunlap

Mary Ann Dunlap, MSW, LCSW
Executive Director