

# SHS COLLEGE/CAREER VISIT REQUEST FORM

**Seniors** get one visit during his/her senior year (can earn 2<sup>nd</sup> day by attending the fall Sr/Parent night)

**Juniors** can earn one college day by attending the fall Jr./Sr/Parent night

*\*Students with poor attendance, failing grades, or who are under suspension or other disciplinary measures may not be eligible.*

SHS allows seniors & juniors to visit colleges/post-secondary institutions for the purpose of gaining information. Students must follow these steps for a college/career visit to count as a school business absence:

- 1) Contact the post-secondary institution to arrange an official campus visit.
- 2) Communicate with every teacher whose class you will miss regarding makeup work, and have those teachers sign below.
- 3) Turn in this completed form to the counselor's office at least two days prior to the college visit.

Student's Name: \_\_\_\_\_

Circle One:    Junior – 1<sup>st</sup> visit            Senior – 1<sup>st</sup> visit            Senior – 2<sup>nd</sup> visit

Name and location of College/Institution: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Date of Scheduled Visit: \_\_\_\_/\_\_\_\_/\_\_\_\_    Appointment Time \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Your child has earned a COLLEGE DAY to visit a college campus. Once the visit is confirmed, the absence will be recorded as a school business absence. Transportation to and from the college/career site must be provided by the student and/or parent. For more information, contact Mrs. Rich, at 870-251-2662 or [lisa.rich@southsideschools.org](mailto:lisa.rich@southsideschools.org)

Counselor's Signature: \_\_\_\_\_

**Teachers:** This student has earned a COLLEGE DAY. Please discuss with the student your expectations for missed class work on this date and sign below ONLY IF STUDENT HAS PASSING GRADE:

1<sup>st</sup> period \_\_\_\_\_

2<sup>nd</sup> period \_\_\_\_\_

3<sup>rd</sup> period \_\_\_\_\_

4<sup>th</sup> period \_\_\_\_\_

5<sup>th</sup> period \_\_\_\_\_

6<sup>th</sup> period \_\_\_\_\_

7<sup>th</sup> period \_\_\_\_\_

For Office Use Only: \_\_\_\_\_ Attendance Verified \_\_\_\_\_ Attendance Clerk Notified \_\_\_\_\_