

COLLEGE DAY PROCEDURES

1. Students must make an appointment with the Office of Admissions. If going in a group, all students must have appointments.
2. Students must turn in a note from a parent (even for 18 year olds) to the guidance office at least 3 days **prior** to the college visit.
3. Students must have teacher notification form turned in the day **PRIOR** to the day of the absence.
4. Students must bring back a note from the College Admissions Office verifying attendance.
5. If appropriate paperwork is not complete, student absence will not be a college day and counted as a day of absence.
6. Make appointments in the morning or early afternoon so you can get a good view of the college: classes, dorm rooms, cafeteria, etc.
7. College Admission Officers often contact high school counselors to report on student visits. If we receive any negative reports or comments about a student, college day privileges will be revoked for that student.
8. College days may **not** be taken the day before or after a holiday/vacation day.
9. Students may use 3 college days senior year and 2 college days second semester junior year. (They are not cumulative.)
10. Junior year students may use college days to visit schools not within commuting distance.
- 11. You are not eligible to have a college day if you are not passing ALL of your classes.**