

## Directions for attending a college representative visit at HHS

1. Student must sign up in Naviance 24 hours prior to the visit.
  - a. Log in to Naviance. College representative visits are listed in the What's New box on the Home page.
  - b. Click on more info for the college representative visit you are interested in attending.
  - c. Click on register on the top right.
2. Student must complete a [College Representative Visit Pass](#) with teacher signature 24 hours prior to the visit and bring it with them to the visit. A College Representative Visit Pass can also be found in the Counseling Office.
3. Student can attend a maximum of seven college representative visits.
4. Please note that Naviance will not allow you, the student, to sign up less than 24 hours prior to the visit.



## College Representative Visit Pass

Complete this form and obtain teacher's signature 24 hours prior to the college representative visit. This completed pass will serve as your entrance into the college representative visit.

Student Name: \_\_\_\_\_

Date of college visit: \_\_\_\_\_

Name of college visiting: \_\_\_\_\_

Permission is given for the above named student to be absent from class. Permission is granted with the understanding that the student will assume full responsibility for the work covered in class and the homework assignment for this date. The student should not expect to be excused if a test or quiz is scheduled for this date.

Teacher signature: \_\_\_\_\_

Student was present at the visit: \_\_\_\_\_