

GUIDELINES FOR CAMPUS COLLEGE VISITATION

1. Junior and Senior students who wish to visit post-high school institutions (technical institutions, junior or community colleges, academic colleges or universities) during a regularly scheduled school day **must** secure a permission form from the Senior Counselor.
2. This form is to be completed and signed by the parent/guardian of the enrolled student, and endorsed by the counselor.
3. The student returns this completed form to the Guidance/Career Center **no later than one day preceding the anticipated visit.** (The form **could be** returned much sooner than this, but not later.
4. The student is required to “check out” in the High School Attendance Office when leaving the building if the visit is a half day visit in the afternoon.
5. Juniors and Seniors may have 3 school day visitations. Special talent recruits may have additional day(s) upon official evidence of outside recruiter. Visits to area schools inside a 40 mile radius from Eaton, only a half day will be granted.
6. If this completed form is **not** presented to the Guidance/Career Center prior to the college visit day, the absence for visitation **cannot** be tallied as a “legal absence” for attendance purposes and the student will be counted “truant” with all detention procedures enforced.
7. **No visitations** will be granted during the month of May, nor the day preceding or following a regular school holiday i.e., Christmas, Thanksgiving, Spring Break.

Date _____

Dear Counselor:

Our son/daughter, _____, has our permission to visit the campus of _____

College/University/Technical Institute on the following date:

Parent/Guardian Signature

Senior Counselor Endorsement

RETURN THIS COMPLETED FORM PRIOR TO THE VISIT DAY TO THE GUIDANCE/CAREER CENTER.