



1589 Highway 119 South • Springfield, Georgia 31329  
(912) 754-6404 • Fax: (912) 754-6893

**College and Technical School Visitation Policy**

1. Seniors are allowed 2 days for college visits. Juniors are allowed 1 day.
2. In order to be approved for a college “10-Day”, the student must meet the eligibility requirements concerning grades, absences, and discipline.
3. The student is responsible for scheduling an appointment with the college.
4. The student must come to the Counselors’ Office to complete the correct form PRIOR to the planned visit. If you do not give us notice, you will not be issued a “10-Day” and will be considered absent.
5. Upon returning to ECHS, the student must provide the Counselors’ Office with a Letter of Verification from the college he or she visited on official letterhead, including the date of the visit and the signature of a representative of the school (preferably from the Admissions Office). IF this document is not provided, no “10-Day” will be granted.
6. All visits and any exceptions to this policy are subject to administrative approval.

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**10-Day Permission Slip**

Student’s Name \_\_\_\_\_

College you plan to visit \_\_\_\_\_

Date you intend to visit college \_\_\_\_\_

Parent’s Name (please list only one parent) \_\_\_\_\_

Above Parent’s Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Remember, you must bring back a letter of verification**

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**For Office Use Only:**

Name of Parent Contacted \_\_\_\_\_ Date \_\_\_\_\_

Permissions verified by \_\_\_\_\_ (Counselors’ Office Personnel)

Administrator approval (signature) \_\_\_\_\_ Date \_\_\_\_\_