

PROCEDURES – HIGHER EDUCATION VISIT FEA (REGULATION)

College Visit Procedures:

Each student is allowed two approved college visits during their junior year and two career visits during their senior year to visit an accredited institution of higher education. The purpose of the college visit is to determine the student's interest in attending the institution.

1. To be considered exempt under the attendance policy for final exam exemptions and excused as a college visit, the student must obtain advanced approval from the assigned Assistant Principal using [College Visit Request](#). Prior to the college visit, the student must submit the completed form to their Assistant Principal, indicating the date of the planned visit.
2. The Assistant Principal will keep the note on file until official documentation is received. The Assistant Principal may deny the request based on failing grades and/or attendance concerns.
3. Upon return from the college visit, the student must bring a letter on college letterhead containing the student's name, date of visit, and signature of someone from the college to the Assistant Principal for verification. Most universities have a standardized letter for campus visits. Please ask for such a letter when visiting a campus.
4. The college letter must be submitted to the attendance office within three days upon return to campus to be properly coded as a college visit.

Career Visit Procedures:

Each student is allowed two approved career visits during their junior year and two career visits during their senior year to shadow a professional at the professional's workplace. Career visits are for determining the student's interest in pursuing a career in a professional's field.

1. To be considered exempt under the attendance policy for final exam exemptions and excused as a career visit, the student must obtain advanced approval from their assigned Assistant Principal using [Career Visit Request](#). Prior to the career visit, the student must submit the completed form to their Assistant Principal, indicating the date of the planned visit.
2. The Assistant Principal will keep the note on file until official documentation is received. The Assistant Principal may deny the request based on failing grades and/or attendance concerns.

3. Upon return from the career visit, the student must bring a completed [Career Investigation Form](#), including the signature of someone in a supervisory role at the professional workplace to the Assistant Principal for verification.
4. The completed Career Investigation Form must be submitted to the attendance office within three days upon return to campus to be properly coded as a career visit.

APPROVED – MAY 2024