

OUR LADY OF THE ELMS HIGH SCHOOL

RE: COLLEGE VISITATION DAYS

FROM: THE PRINCIPAL'S OFFICE

1. The purpose of college visitation days is the serious intent to investigate those colleges one has considered possible (or probable) for future education towards a selected career.
2. Since such visitation is likely to involve absence from school, please note:
 - College visitations are limited to second semester (through April) junior year and first semester of the senior year. Requests for visitations semester II of the senior year for orientation are by special approval of the principal.
 - The proper College Visitation Request form must be completed **one (1) week** in advance of anticipated date. **Failure to have this form completed results in an unexcused absence.**
 - This request form must be signed by the principal before the form is given to your teachers.
 - There is no such thing as blanket permission or a set number of days permitted.
 - Permission can be refused.
 - Taking advantage of free days noted on your school calendar will minimize the need to seek additional days for college visitation.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE OFFICE.

Request approved_____

Request not approved_____

Principal

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Request for College Visitation

Student_____ Date_____

Date of proposed visit_____

College to be visited_____

Address City State

What arrangements have you made with the Admissions Office of the college about this visit? e.g. letter from Student Recruitment Officer. (We will copy your letter to file with this request.)

What specific plans are included in the college visit? e.g. visiting classes in Microbiology, etc.

Indicate below what arrangements have been made with each teacher whose class you would be missing.

CLASS	TEACHER SIGNATURE	ARRANGEMENT
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College(s) previously visited on school time.

Parent Signature