

NORTH ROYALTON HIGH SCHOOL

College Visitation/Exploration Request

Name of Student

College Campus

Date of Visit

Juniors and Seniors may take two days per year to visit a college campus outside the Greater Cleveland area. The visit may also be used towards the career exploration component of the Senior Exit Portfolio. A student will be marked absent on the day of the visit. The absence will be changed to a *field trip* after all of the steps listed below have been followed. All visitations must be made before May 1st.

STEP 1: Make an appointment with the college admissions office.

STEP 2: Obtain teacher signatures to verify passing grades in *all* subjects.

SUBJECT	ESTIMATED GRADE	TEACHER SIGNATURE

STEP 3: Have parent and counselor sign this form.

Parent Signature

Phone Number

Counselor Signature

STEP 4: Submit the completed *College Visitation/Exploration Request* form to the Counseling Office at **least one school day before the scheduled visit.**

STEP 5: To verify the visit, obtain a letter or signed business card from a college representative and return it to Mrs. Kloscak in the Attendance Office. The absence will be changed to a *field trip* after the verification is received.

STEP 6: Complete the *College Visitation/Exploration* sheet and return it to the Counseling Office. The sheet will be reviewed by the Career Specialist and will be included in your Senior Exit Portfolio.