



# COLLEGE DAY REQUEST FORM

Any post-secondary visitation, whether it is to a university/college, a technical/vocational school, or a military recruiter's office is known as a College Day. A College Day is a Code 3 excused absence, which does not affect your exam exemption eligibility. College Days are limited to one (1) day for Juniors and three (3) days for Seniors. However, in order to receive the Code 3 excused absence, you must follow this procedure:

1. Return this request form to your clerk at least three (3) days prior to the visit.
2. Obtain an original letter on letterhead/stationary from the location of your visit that addresses you by name and confirms the date of your visitation.
3. Return the letter to your clerk upon your return to school.

Also, please note that you are responsible for obtaining and completing all missed class and homework assignments due to the College Day absence.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date of visit: \_\_\_\_\_

I am visiting a: \_\_\_ University/College \_\_\_ Technical/Vocational School \_\_\_ Military Recruiter

Name of location being visited: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**A-G Clerk:**

**Mrs. Tammy Bowling**

**H-O Clerk:**

**Mrs. Dina Turner**

**P-Z Clerk:**

**Mrs. Alexandra Sirabella**

Every college visit should have at least two dimensions: formal and informal. Use this checklist to begin your planning. And don't forget to call the college ahead of time to schedule your visit—the admission office can help you hit all the highlights.

### **Formal**

- Take a campus tour.
- Have an interview with an admission officer.
- Participate in a group information session at the admission office.
- Sit in on a class (or two).
- Talk to a professor in your chosen major.
- Talk to a coach in your chosen sport.
- Talk to a student or counselor in the career center.
- Spend the night in the dorm with a current student.

### **Informal**

- Read the student newspaper, even the ads.
- Try to find other student publications—department newsletters, alternative newspapers, literary reviews.
- Eat in the cafeteria.
- Ask a student why he/she chose this college, and what their favorite part about it is.
- Wander around the campus by yourself.
- Search for your favorite book in the library.
- Read the bulletin boards in the student union and in the academic department you're interested in.
- Ask a student what he/she dislikes about the college.
- Browse in the college bookstore.
- Eavesdrop on students to hear what they're talking (or complaining) about.
- Walk or drive around the community surrounding the campus.
- Find out how most students get around: Is there public transportation? Can you have a vehicle on campus?
- Ask a student what he/she does on weekends.
- Visit career services and ask about upcoming job opportunities.
- Look into clubs and organizations on campus that interest you.
- Listen to the college's radio station.
- Try to see a dorm that you didn't see on the tour.
- See if you can imagine yourself as a student at the college.