



# NORTH CENTRAL HIGH SCHOOL

## COLLEGE CAMPUS VISIT REQUEST FORM

Seniors and juniors are allowed two (2) school days annually to make official visits to colleges and university. The two school days do not accumulate from year to year. Students are strongly encouraged to visit a college or university prior to deciding to enroll. The optimal time for visiting campuses is when North Central High School is not in session:

Summer Break  
Fall Break  
Spring Break  
Dr. Martin Luther King, Jr. Holiday  
President's Day Holiday  
Weekends  
(most admission offices offer campus tours and Saturday appointments)

Obviously, not all of the above times will fit everyone's schedule. If students choose to use the allotted college visit days during time that North Central High School is in session, the following steps must be completed:

1. Obtain the *College Campus Visit Form* from the attendance Office. Complete the student section and obtain a parent signature.
2. Upon completion of Step 1, an administrator must sign the *College Campus Visit Form*.
3. Meet individually with all teachers prior to departure and notify them that you will be missing class. Request that each teacher sign off on the *College Campus Visit Form*. Discuss what is expected in order to make up missed class time and work, tests, papers, etc.
4. Have a parent call the Attendance Office (259-5355) to notify office personnel that the student will not be present the day of the visit.
5. Request an official letter from the college admission office while on campus verifying campus visit (date visited and with whom) on the institution's letterhead. All admission offices are familiar with these requests and readily comply.
6. Submit both the official visit verification letter and completed *College Campus Visit Form* upon return to school to the Attendance Office. Both documents must be received for the college visit to be considered an excused absence. Failure to follow the policy will result in an unexcused absence.

All campuses appear "perfect" in recruitment publications. Consider staying overnight on a campus to gain a feel for the student life aspect. Wear comfortable shoes for walking around campus and clothing that is presentable and comfortable. Remember that you are making a first impression. Please make final visits prior to the May 1 National Candidate Reply Date during spring break of senior year.