

College Rep. Visit Guidelines

Revised September 4, 2020

Students

- A. Permission slip
 - 1. Permission slips are available just inside the Media Center (MC) to the right.
 - 2. The teacher of the class to be missed is to sign the permission slip in advance.
 - 3. Bring the SIGNED slip to Mr. Welch by **3:00 p.m. ONE SCHOOL DAY BEFORE** the visit.
- B. Rules
 - 1. Students must be in good standing to meet with a college rep. during the school day.
 - 2. SOPHOMORES are limited to a maximum of TWO visits per period each semester.
 - 3. JUNIORS and SENIORS on the *Ineligibility List* are limited to a maximum of TWO college visits per period each semester.
 - 4. Be prompt, courteous, and attentive to visiting college reps.
 - 5. Teachers may deny the student's request if class performance or attendance is considered unsatisfactory.
 - 6. Uncooperative students are to be dismissed to their regular class and may NOT be allowed future visits.

Teachers

- A. Permission slip
 - 1. Discuss with student his/her rationale for this visit.
 - 2. Consider class performance and attendance status.
 - 3. Deny permission for any reason. (*i.e.*, previous absence(s), class performance, attendance status, *etc.*)
 - 4. Sign permission slip any time before **4:00 p.m. TWO SCHOOL DAYS BEFORE** the visit.
- B. Rules
 - 1. Students must be in good standing to meet with a college rep.
 - 2. SOPHOMORES are limited to a maximum of TWO visits per period each semester.
 - 3. JUNIORS and SENIORS on the *Ineligibility List* are limited to a maximum of TWO college visits per period each semester.
- C. Tracking Suggestion for Teachers (if interested)
 - 1. Create assignments in gradebook titled "college rep visit 1", "college rep visit 2", *etc.*
 - 2. When a student is permitted to miss class, mark "Complete" in that assignment.
- D. Deny requests you deem excessive.

Registrar

- A. Process signed permission forms.
- B. Create roster of students who turned in signed slips by the one-day deadline.
- C. Email roster to HS teachers the day before the visit. Input attendance data as a school function (SF) with note.
- D. After 10 minutes of waiting for rep., dismiss students to class (unless notified by the rep.)