



Jesuit High School College Representative Visit Policies

- 1) Dates and times of college rep visits will be announced in advance, and an updated list is also posted in the counseling center and on the Jesuit website.
- 2) Students must sign up for the meeting prior to the day of the scheduled visit.
- 3) Students may not miss more than two classes/parts of class per day. Thus, if a college rep visit overlaps with more than one class, the maximum has been met. (Free periods are an exception.)
- 4) If they will miss class, students must complete the permission form and have it signed by the teacher(s) of the missed class. The form must be returned—signed—to the counseling center at least 24 hours prior to the time of the college visit. Most visits are 30-45 minutes, so it is possible that the meeting might overlap two classes. As a result, the permission of more than one teacher might be necessary.
- 5) Students who fail to return signed permission forms by the deadline and/or students who do not sign up for the visit in advance—even if they have a free period—will be denied participation.
- 6) Students who sign up and submit paperwork for college visits are responsible for attending on time. Teachers will be notified if students are absent from the visit.
- 7) Juniors are invited to participate in any college rep visits scheduled during their free periods. Additionally, they are allowed to attend a maximum of **three** college rep visits each semester; they must follow the procedures outlined above. The counseling center will maintain records of attendance. Should it become necessary to limit the number of students at the college rep visit, sign-ups will be restricted to first-come, first-served.
- 8) Teachers have the right to grant permission to students or refuse it. Tests/quizzes should take precedence over visits. Students are encouraged to plan their visits wisely.
- 9) Certain colleges will have a GPA requirement students must meet in order to attend the visit, and this information will be posted/announced.



Jesuit High School College Representative Visit Permission Form

Instructions:

- 1) Sign up in the counseling center to meet with the college representative from the school of interest.
- 2) Complete the form below and request the permission of the teacher(s) whose class you will be missing during the scheduled visit.* Teachers have the right to grant permission or refuse it.
- 3) Return this form, with signatures, to the counseling center at least 24 hours prior to the visit. Failure to follow the procedures outlined on this form will result in denial of the college rep visit.

*Students who have a free period at the time of the scheduled visit do not have to complete the form. However, they **MUST** sign up for the visit no later than the day before; sign-ups on the same day will not be permitted.

Name: _____ Grade: _____

The above named student will be visiting with an admissions representative from _____

(College Name)

on _____ at _____.

(Date)

(Time)

The student is aware that he is responsible for making up any work missed during the meeting.

Student Signature: _____

Teacher Signature: _____

Returned to class: _____ Counseling Signature: _____