

# COLLEGE/ TECH SCHOOL/ MILITARY DAY VISITATION REQUIREMENTS

Students who meet established eligibility requirements may schedule visitation days (one per junior year and two per senior year) as non absences. The idea of visitation days is to allow students to investigate potential institutions for higher learning/training. Please use your days appropriately and effectively (**DON'T WAIST THEM!**) The specific requirements are as follows:

- A. Can not be taken during the month of May.
- B. Make arrangements with the institution well in advance. Check with a recruiter or Office of Admissions for that school. Must have proof of contact with college turned into the guidance office **before** the visit! (letter, phone call, email from college)
- C. Student must be passing all classes for current grading period as verified by their teachers as well as have a satisfactory attendance record.
- D. Visitations will not be approved for the days that are immediately prior to or following scheduled school holidays. Example. You can not take a visitation day the Friday before Christmas Break begins.
- E. No more than 4 students will be approved to visit the same college/tech school or military facility on the same day. An approved exception may be made in the case of open visit days or group testing days scheduled by the institution.
- F. All parts of the application must be completed and submitted to the Guidance Office for final approval **at least three days** prior to the scheduled visitation. **NO EXCEPTIONS!**
- G. Proper documentation of the visit must be provided to the Guidance Office **the following school day**. Students not providing such documentation will be marked as truant for the day and may face additional disciplinary action.

# **The College Visit and Interview**

## When You Visit A Campus:

1. Take a tour, check facilities, including dormitories.
2. Talk to students, a very useful source of information about the college. Remember that students' personal opinions must be considered with care.
3. Visit a class; talk with a faculty member if possible.
4. Have a meal on campus.
5. Visit the coffee shop, snack bar, or student union as a place to meet students.
6. Read campus newspaper as a means of finding out what the issues are on campus; check bulletin boards in the student union and cafeteria.
7. Ask questions. Don't be bashful

## When you have your interview:

1. Be prompt.
2. Be neat; appropriate dress is still an easy way to make a good impression.
3. Be well prepared; read the catalog prior to your interview and prepare questions based on what you read.
4. Answer questions to the best of your ability; admit you don't know something, if that is the case.
5. Be ready to volunteer information; know your test scores, rank in class, latest grades, and what career areas interest you.
6. Be yourself!
7. Relax.
8. Use appropriate manners.

# COLLEGE/ TECH SCHOOL/ MILITARY DAY INSTRUCTOR PERMISSION FORM

*(to be submitted by student to Guidance Office at least three days before visit date)*

The following student has requested to be excused for a college/ tech school/ military visit day. Please initial below to indicate your approval or denial. (Note, students are to be passing all classes to go)

STUDENT NAME: \_\_\_\_\_

SCHOOL/MILITARY BRANCH VISITING: \_\_\_\_\_

REQUESTED DATE OF VISIT: \_\_\_\_\_

I have read and agree to the requirements for approval of this visit. I understand that all make-up work is my responsibility, and that denial of this visit can be made by any of the people listed below.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Period	Instructor Name	Approved	Denied
1			
2			
3			
4			
5			
6			
7			
8			

**COLLEGE/ TECH SCHOOL/ MILITARY DAY  
PARENT/GUARDIAN PERMISSION FORM**

*(to be submitted by student to Guidance Office at least three days before visit date)  
(Required of ALL students regardless of age)*

Your son/daughter has requested to be excused for a college/tech school/ military visit day. Please sign below to indicate your permission.

STUDENT NAME: \_\_\_\_\_

SCHOOL/MILITARY BRANCH VISITING: \_\_\_\_\_

REQUESTED DATE OF VISIT: \_\_\_\_\_

I Give my permission for this visit, and release Hardin Northern School from any and all claims of liability which may arise from incidents associated with this visit.

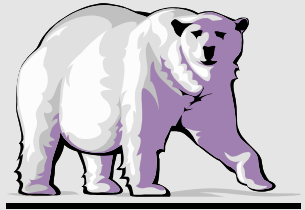
\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

# Hardin Northern

J. Andrew Wilson- Counselor  
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## Guidance Office



## **COLLEGE/ TECH SCHOOL/ MILITARY DAY VISITATION CONFIRMATION**

To Whom It May Concern:

This form will verify that the following student has visited your campus/facility to tour or be tested and to obtain information about the educational or career options available. Thank you for your assistance.

Sincerely,

J. Andrew Wilson  
School Counselor

STUDENT NAME: \_\_\_\_\_

SCHOOL/MILITARY BRANCH VISITING: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_

CONTACT PERSON'S NAME AND TITLE: \_\_\_\_\_

ADDRESS OF CONTACT PERSON: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS OF CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S SIGNATURE: \_\_\_\_\_

**\*\* STUDENT: THIS FORM MUST BE RETURNED TO THE GUIDANCE OFFICE THE NEXT SCHOOL DAY FOLLOWING THE VISIT OR YOU WILL BE CONSIDERED TRUANT FROM SCHOOL**