**North Lawndale College Prep's College Visit Protocol**

College visits are a vital component to the college application process. Visiting a college campus allows students to experience firsthand why a college may or may not be the right fit. While students are encouraged to visit colleges on non-attendance days, students will receive a max of 3 excused absences to visit various college campuses. However, in order to attend, the following process must be completed:

* The student should obtain a College Visit Request Form (A) from their Counselor or College Coach.
* Both the Counselor and College Coach must approve the college visit. Approval is at the discretion of the Counselor and College Coach. The following criteria will be used to approve or deny a request for a college visit: academic standing, attendance, behavior, college admissions requirements and alignment with safety, match, or dream schools.
* Once approval from the Counselor and College Coach has been established, teachers must be notified at least two days prior to the campus visit and students are to make arrangements for homework completion. Teachers’ initials are required on the College Visit Request Form (A).
* Upon the return of the completed College Visit Request Form to your Counselor, students will receive a College Visitation Verification Form (B). The form is to be signed from a staff member of the college admissions office. Failure to submit the College Visitation Verification Form (B) on student first day back to school will result in an unexcused absence.

Parents and students are responsible for college visit arrangements, transportation, finances (i.e. spending money) etc. for events that are not sponsored by NLCP. Please refer to your Counselor or College Coach for any additional questions.

**Excused Absence – College Visit Request Form (A)**

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

Name of College/University\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of College Visit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisory Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This college is categorized as a: Safety Match Dream

The purpose of the visit is to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your parent/guardian be attending the visit with you? Yes No

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my child permission to attend the college visit.

 (Parent/guardian name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent/guardian signature)

**Approval has been granted**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Signature College Coach Signature

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Receive an initial from each of your teachers indicating they are aware of your absence and arrangements have been made for homework completion:

1st Period\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Period\_\_\_\_\_\_\_\_\_\_\_\_ 3rd Period\_\_\_\_\_\_\_\_\_\_\_

4th Period\_\_\_\_\_\_\_\_\_\_\_\_ 5th Period\_\_\_\_\_\_\_\_\_\_\_\_ 6th Period\_\_\_\_\_\_\_\_\_\_\_

7th Period\_\_\_\_\_\_\_\_\_\_\_\_

\*Once all initials have been received, return the form to your counselor.

\*\* In order to receive an excused absence you must return a complete College Visitation Verification form.

**College Visitation Verification Form (B)**

This certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was a visitor at

 (Student Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of College/University)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date of Visit)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of College Official - printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Official - signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Phone Number

*This form must be returned to your* ***Counselor*** *upon your first day back to school after the College Visit. Failure to return this form will result in being marked absent for the day.*