 

**Havana High School**

**COLLEGE DAY - REQUEST FORM**

|  |  |
| --- | --- |
| Student’s Name | Click here to enter text. |
| Today’s Date | Click here to enter a date. |
| College Visiting | Click here to enter text. |
| Date of the Visit | Click here to enter a date. |

The following rules apply for students who wish to visit a college that they are considering attending:

1. Special permission must be obtained from the Counselor and/or Principal.
2. One visit for Juniors and two for Seniors per year.
3. An approval sheet signed by all teachers and a parent must be turned in no later than a week in advance of the scheduled visit.
4. Approval may be denied if a test is scheduled or the student is too far behind in the professional opinion of the teacher.
5. College Days may not be taken:
6. during the last three weeks of school; except for:

-registration, orientation or scholarship interviews

1. on any day adjacent to a school holiday without special permission from the Principal.
2. In order for the absence to be excused, students must return with a business card and a verifiable signature from a person at the institution visited. Attendance will be confirmed.
3. Excused visits to Spoon River College will only be granted on special occasions. SRC Admissions office hours: 8:00am – 4:30 pm.

*Note: Violations of the above policy can result in the denial of additional days being granted as well as disciplinary sanctions.*

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| **PERIOD** | **TEACHERS APPROVAL** |
| **1st** |  |
| **2nd** |  |
| **3rd** |  |
| **4th** |  |
| **5th** | **LUNCH** |
| **6th** |  |
| **7th** |  |
| **8th** |  |

**Parent Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Counselor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_