



College Day Approval Form

High school students may take two (2) college visitation days during their spring semester of their junior year and five (5) throughout the senior year. Since a student is not counted absent on an approved College Day, the student is required to notify each of his/her teachers prior to this date and is responsible for any make-up work or missed assignments during the College Day. The student is also required to bring back a letter from the Admissions Office of the college or university denoting the visit.

The student named below will be using a College Day on the date indicated:

1. Student Name/Grade: _____
To visit: _____
2. Parent Signature: _____
3. Date of College Visit: _____
4. TCS Guidance Counselor: _____
5. Date of Approval: _____

Lines 1, 2, and 3 should be completed prior to turning in for approval by the guidance counselor. Students must receive administrative approval no less than one week prior to the date of college visit. It is the student's responsibility to get any assignments that will be missed during the visit. It is also the student's responsibility to get a letter from the college or university's admissions office and return the letter to the Guidance Office on the first day back to school following the College Day. If this letter is not returned the following day with a college representative signature, an absence will be recorded; otherwise College Days do not count as an absence.

College Days will not be approved during the final week of either the fall or spring semesters.

Please remember that College Days are a privilege and should be used solely for the purpose of visiting colleges that a student has a genuine interest in attending. If the visit is to an area college, or if the visit will only take a short while, students should plan to attend school as usual for as much of the school day as possible. In other words, please do not miss an entire day to visit a school in the Fort Worth area unless you have a full schedule of events meetings, observations, planned at that campus!