



## COLLEGE VISIT/JOB SHARE FORM

### PROCEDURE FOR COLLEGE VISITS AND JOB SHARE:

Seniors and juniors have the privilege of **two days** permission per year to visit prospective college campuses or attend interviews for employment. The following steps **must** be observed.

1. The students must obtain a permission form from the main office and have a parent or guardian complete the form.
2. **Two days in advance of the visit**, each subject teacher and an administrator must initial the form and the student must turn in the top portion of this form to the Main Office.
3. **Before** the first class period upon return to school, the student shall present to the Attendance Office the lower portion of this form signed by the college official or business interviewer.
4. All scheduled visits/interviews are to be completed prior to May 1<sup>st</sup>.

Failure to comply with the above procedure will result in the student receiving an **unexcused** absence.

I hereby authorize my son/daughter \_\_\_\_\_ to visit

College/Business Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_

He/she will be absent from school the following day(s) \_\_\_\_\_

I understand the school assumes no responsibility for any liability incurred on this trip.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

### SIGNATURE OF ALL SUBJECT TEACHERS AND ADMINISTRATOR:

0. \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ ADMIN. \_\_\_\_\_

*The top portion of this form is to be turned in to the office two school days prior to the visit/interview.*

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### Lansing Catholic HS College Visit/Job Share Form

Student must obtain proper signature below then return the lower portion to the attendance office **prior to** the first period upon return to school from the college visit/interview.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Name of College/Business firm

\_\_\_\_\_  
College Official/Business Interviewer

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Date