



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. Students must obtain a permission form (LCHS website) and have a parent or guardian complete the form.
2. **Form (top portion) must be turned in two days in advance.** Each subject teacher and an administrator must initial the form.
3. ***Before*** the first class period upon return to school, student shall present to the Attendance Office the completed form (bottom portion) signed by the college official or business interviewer.
4. Schedule all visits before May 1st.

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. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ ADMIN. _____

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

Student

Name of College/Business firm

College Official/Business Interviewer

College Phone Number Date