

## PROCESS FOR COLLEGE VISIT DAYS

Juniors and seniors are encouraged to visit colleges and universities during the school year. They are allowed two absences from school per year, unless otherwise approved by administration.

To request a college visit day during the school year:

1. Contact the college you are planning to visit. Schedule your individual visit with their Office of Admission, or sign up for open houses online.
2. Once the visit has been scheduled, treat this school absence like a medical absence or doctor's visit. Have a parent or guardian call in to the school to notify the Ms. Trampel in the high school office of your absence.
3. See Ms. Trampel to obtain a pre-arranged absence form to take to your teachers. You should plan to do this at least two days before your scheduled absence. In addition, this form will be provided to take with you to your visit to confirm attendance on your excused absence. You will also receive a College Visit Checklist (reverse side) for your convenience.
4. After your visit has been completed, return the forms to Ms. Trampel, signed and completed, to be approved fully for your absence. A copy will be made for our files with the original returned to you for your personal records. If your forms are not returned, it will be considered an unexcused absence. Your form will be filed in the counseling office.

Utilize your counseling department and keep them updated on your post-secondary plans. Also, don't forget to keep in contact with college admission counselors for personalized guidance through admission to their institution. Good luck with your college search!

### Oregon High School Counseling Department

Shannon Cremeens, A-K Counselor  
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### COLLEGE VISIT CONFIRMATION FORM

*Please return this form signed and completed on both sides to Ms. Trampel when you return to school.*

**Student Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Date of Absence:** \_\_\_\_\_ **College Visited:** \_\_\_\_\_

**Admission Rep Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**    \_\_\_ PreEx Form    \_\_\_ Visit Conf    \_\_\_ 1<sup>st</sup> CV    \_\_\_ 2<sup>nd</sup> CV  
**Comments:**