

STEWARTS CREEK HIGH SCHOOL  
301 RED HAWK PARKWAY  
SMYRNA, TN 37167

COLLEGE DAY REQUEST FORM FOR SENIORS

PROCEDURES AND REQUIREMENTS FOR COLLEGE DAY

Students are allowed one college day during their senior year. The student must have a good attendance record and be in good standing to graduate. The absence will be considered a field trip if the following procedures are completed:

1. A signed letter from parent stating the date of the visit and the name of the college or university student will be visiting should be brought to the SCHS Counseling Office for a counselor to approve.
2. The student's counselor will verify student is on track for graduation and give the student a signed College Day Request form.
3. Student will take the signed form to Attendance to verify that they have a good attendance record. Attendance will then sign the form.
4. The form will be taken to the student's teachers to obtain their signature.
5. On the day following the college visit, the student must present to the SCHS Attendance Office verification from the college of the visit and the date student was on their campus. (This can be obtained in the college's Admission Office). After the Attendance Office has verified your visit, please bring your verification to the Counseling Office to be placed in your permanent file.

**STUDENTS:** Please remember to call colleges to set up appointments with admissions, financial aid offices, and departments that you are interested in.

PROCEDURES 1-5 SHOULD BE COMPLETED ONE WEEK PRIOR TO COLLEGE VISIT.

STUDENT \_\_\_\_\_ DATE OF VISIT \_\_\_\_\_

COLLEGE /UNIVERSITY  
ATTENDING \_\_\_\_\_

TEACHER SIGNATURES:

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

COUNSELOR APPROVAL: \_\_\_\_\_

ATTENDANCE: \_\_\_\_\_