

INDIVIDUAL VIRTUAL COLLEGE VISIT/MEETING
DURING SCHOOL HOURS

**Please complete this permission slip and return it to the Guidance Department
at least one week before the individual virtual college visit / meeting.**

****Note: Individual virtual college visits/meetings should occur after school or on the weekends whenever possible.****

- 1) If it is necessary for the student to attend an individual virtual college visit/meeting during a school day, it must be limited no more than one hour. Please see the school daily schedule and calendar on Schoology before making an appointment.
- 2) If the student needs to miss class, it is the student's responsibility to inform the teacher(s) one week ahead of time and have them sign below. Students are responsible for all classwork missed during their absence.
- 3) In compliance with VIRTUS guidelines, one of the SHDHS counselors will be present during every individual virtual college visit/meeting. Due to COVID-19 visitor restrictions, parents cannot come to SHDHS, however are highly encouraged to participate via Google Meet.
- 4) **The counselor must receive this signed permission slip at least one week in advance of the individual virtual college visit/meeting** in order to reserve a conference room for the meeting.
- 5) It is the student's responsibility to bring a Chromebook and know **in advance** the procedure for connecting to the virtual meeting as technology assistance may not be immediately available.
- 6) No student will be permitted out of class for an individual college visit / meeting after April 15th.
- 7) The high school administration may waive any of the above requirements in special situations.

Detach bottom portion and give to a counselor at least one week in advance.

INDIVIDUAL VIRTUAL COLLEGE VISIT / MEETING PERMISSION SLIP

I understand that my son/daughter _____ has an individual college visit/meeting
(Student's Full Name) (Grade Level)

scheduled on _____ from _____ to _____ with an admission's representative from
(Date of Visit) (Time Frame)

_____.
(College Name)

I have read and understand the individual virtual college visit rules. I understand that my son/daughter will inform the teacher(s) and counselor one week in advance and is responsible for all classwork missed during their absence.

_____ student is attending the individual virtual meeting with a parent via Google Meet _____
(Parent Name)

_____ student is meeting without a parent, however, has scheduled the following counselor to attend:

(Counselor Name: Mrs. Roebker, Mr. Sarge, Mrs. Feinauer)

Signature of Parent

Today's Date

Teacher(s) Signature: _____

Student Signature: _____