



POST SECONDARY/COLLEGE VISIT EXCUSED ABSENCE FORM

*Please be advised that Juniors are excused for a maximum of 1 day and Seniors are excused a maximum of 3 days per school year to visit post-secondary institutions in pursuit of college/career plans.

Guidelines/Procedures:

1. Only students classified by credits as juniors or seniors will be approved for post-secondary/college visits.
2. Students will need to complete Section A BEFORE the visit takes place to be considered excused after the visit. Any universities within a one hour drive of MHS should be visited outside of school hours. (Take advantage of early release and full days off of school to make these visits. Exceptions will be made for special set college visit days if a student has made pre-arrangements.)
3. Section B should be completed during the visit and the entire form must be returned to the attendance office the first day school is in session following the visit.
4. All Mehlville High School behavior and conduct policies apply during the visit.
5. Failure to follow the procedures will result in an unexcused absence and potential disciplinary action.

SECTION A: Print the following neatly and clearly.

Student First & Last Name _____

Career Goal or College Major _____

College/Post-Secondary Institute to Visit _____

City & State (location must be at least 45 miles from MHS) _____

Name & Title of Person Contacted to Schedule Visit _____

Date & Time of Visit _____

Parent/Guardian Signature Giving Pre-approval _____

Counselor or Principal Signature Giving Pre-approval _____

SECTION B: This section must be completed by College or Post-Secondary Institute Employee.

Date & Time of Visit _____

Phone Number (if needed to verify visit) _____

Printed Name of Official filling out the form _____

Signature of Official _____

Official may also attach other documents from the visit (letter of attendance, agenda of day, business card, etc.)

TO DO LIST and QUESTIONS TO ASK

Before the Visit:

- *Call your contact person a day or two before the visit to confirm your appointment
- *Ask to have a complete campus tour, including meeting a student in your potential major
- *Develop a list of questions you have in addition to the ones listed on this page

During the Visit:

- *Dress appropriately (remember you represent MHS on your visit)
- *Talk with someone in the admissions office: What are the application requirements/deadlines? Is there a separate application and/or deadline for scholarships? Is there a Work-Study program? Are there any special classes required for freshmen (Some schools have a freshmen seminar)? What percentage of students return for a second year? What percent graduate on time? Are medical/mental health services available on campus? Is health insurance available or required? How are Dual Credit/AP Courses counted? Transferred for credit only? Considered part of GPA? Is there a maximum amount of credits allowed for transfer? If you have multiple hours ask if you will be considered a first-time/freshman student or a transfer student?
- *As you tour campus, read the signs/bulletin boards around campus to see what activities are being advertised
- *Visit the student union and recreational facilities
- *Sit in on a class in your field of interest
- *Talk to a professor: How are the classes structured? What is the average class size? Are grad students allowed to teach? How often do professors meet individually or in small study groups with students? Are there tutoring centers on campus or other academic supports for students?
- *Talk to at least one student in your major. Ask multiple students the same questions to check consistency. What is the best part about this college? the worst part? What is a typical day like? What types of activities/athletics/organizations are available on campus? How diverse is the student body? What do the students do on the weekends? What does the college do to create a safe environment? Do you feel safe here? Why did you choose this college? Do you have any regrets about that choice?
- *Go inside a dorm room - then picture yourself living there
 - What types of housing are available? Co-ed or same gender dorms? Are there living-learning programs (like all majors living in the same dorm)? Is housing guaranteed or required for any time?
 - Who supervises the dorms-adults or older students? Are academic advisors in the dorms?
 - How is access to the dorms controlled? Can students request escorts to their dorms late at night?
 - Do the campus police coordinate with local law enforcement?
 - What are the emergency/safety plans and how are students trained in these?
- *Visit the library and/or computer labs: What are the hours these are open? Are there quiet places for research as well as areas to meet with study groups? Do students have easy access to computers and/or WiFi in the dorms? Are there time frames/limits on computer usage or WiFi?
- *Meet someone in the Financial Aid Office: What is the cost of tuition? cost of room & board? What fees (like books, parking, additional meal plans, technology usage, laundry, sororities/fraternities, workout facilities, etc.) are/are not included and how much are they? How would you rate the average debt load of a graduate from the college?
- *Eat in a campus cafeteria: Are there healthy food options? How clean is it? What days/hours are they open? Are there other alternatives to the typical cafeteria included in the meal plan?
- *Tour the town/city around the campus
 - Is there affordable public transportation to and from campus? How far is it to a grocery/general store?
 - How is the campus involved with the local community?
- *Eat at an off-campus restaurant recommended by students

After the Visit:

- *Talk with your family about the visit and rank the college in comparison with your other post-secondary choices (Consider in your ranking: cost, location/town, campus, character of people met, classrooms/sizes, dorms, opportunities for involvement, food)
- *Turn in all paperwork to the attendance office to be excused