

COLLEGE/CAREER REPRESENTATIVE CONFERENCE PASS

_____ is requesting an appointment with the
(Student Name & ID number)

admissions/career representative from _____
(College/Career)

at _____ on _____
(Time) (Date)

*** (Faculty/Staff Signature) ***

***Classroom time is to be used for college/career conference only if the student:

- 1) pre-arranges the conference, and 2) can academically afford to miss all or a portion of the class***

STUDENT INSTRUCTIONS:

- 1. Obtain teacher/staff permission for an appointment with the college/career representative at least one day preceding the conference. Attending without permission can be considered a cut.
- 2. Report promptly to the Career Resource Center (or designated room in the College visits bulletin).
- 3. Sign into the CRC on the clipboard, write legibly.
- 4. Have the Conference Pass signed by Mrs. Shankman or Mrs. Johnson in the CRC at the time of leaving and return to the teacher/staff member at the earliest opportunity.

(Time of Leaving CRC)

(CRC Signature)

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