



Lima Central Catholic High School

720 S. CABLE ROAD

LIMA, OHIO 45805

(419) 222-1826

GUIDANCE DEPARTMENT

COUNSELORS:

Sue Janowski
Alyson Harruff

ADMINISTRATIVE ASST:

Sheila Hairston

COLLEGE/CAREER/MILITARY VISITATION RECORD

Lima Central Catholic permits all students four days for college visitations, career experiences, or military recruitment procedures. Students wishing to visit are to complete this form and submit it to their respective guidance counselor **two days prior** to the date of the requested visitation. Students are expected to confer with teachers **prior to the visitation** in order to arrange for make-up work. Students are not permitted to take college visitations after the first week in May or two weeks before semester exams. Students must take the following steps in order to make college/career/military visitations on school days:

1. Arrange the visit.
2. Complete this form and sign. Be sure to have your parent/guardian sign.
3. Bring this form to your guidance counselor for permission and signature.
4. Take this form to the main office for a signature.
5. Confer with your teachers **prior to the visitation** in order to arrange for make-up work.
6. Take this form with you on the date of your visit and have a representative sign and date it verifying your visit.
7. Return the form to your guidance counselor. **Forms not returned to guidance will result in the student absences being marked as unexcused.**

_____ () is requesting permission to
 Name of Student Grade
 visit _____ on _____ /4 visits
 College/Career/Military Date of Visitation

 Attendance Signature Today's Date

As the parent or guardian of this student, I grant my permission for this visitation.

 Parent/Guardian Signature Today's Date

 Counselor's Signature Today's Date

 Signature or Stamp of Admissions Department Date of Visitation