

## Appointment Pass for College Representative Visit

### Instructions:

1. To meet with a college representative you will need to sign up in the College Binder in the Counseling Center 48 hours prior to the visit.
2. Please fill out the following pass with your information.
3. Ask your teacher for permission to attend by having them sign this pass below!  
The length of the representative visit can range from ½ hour to 45 minutes, so if you have a free period and it runs over into your class time, you will need to get permission from your teacher to arrive late to class.
4. Hold onto the signed pass until the Representative Visit. You will need to turn in this pass at the beginning of the meeting.

Name: \_\_\_\_\_ ID: \_\_\_\_\_ HR: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

Date: \_\_\_\_\_ Time of College Rep. Visit: \_\_\_\_\_

\*Teacher's Signature: \_\_\_\_\_

*Return to Class Time:* \_\_\_\_\_

*Coordinator Authorization:* \_\_\_\_\_