



Joliet Catholic Academy  
College Day Request Form

Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Dear Parents and Students,

College Visitation Days are allowed so that a senior may better be prepared to select a college or university to attend. The following criteria must be met:

1. A scheduled appointment must be made in advance with an admissions officer, department chairperson, or school official requested the student's visit.
2. A special event at the college or university must be verified with the correspondence/invitation publicizing the event (e.g. open house, etc.).

These days will not be recorded as days of absence by the Dean's Office if the proper procedure as outlined below is followed.

Please complete the form below and submit it to the Dean's Office for a passport no later than **two (2) full school days** before the proposed absence.

Respectfully,  
Guidance Department  
Dean's Office

School to be visited: \_\_\_\_\_

Parents: Name of personnel, title and phone number to contact/verify this need, or a letter to this effect:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Teachers: Please initial to indicate you have been informed of this absence. This **does not** mean that the student's absence is approved by you and will not be detrimental to his/her grade in your class. The student is responsible for any missed work.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance  
Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students requesting a college day for a visit to a local school (Joliet Junior College, University of St. Francis, or Lewis University) will be allowed only **3-4 academic periods** for the visit.