

## TCA COLLEGE VISITATION POLICY

Students are encouraged to use breaks and vacation days to visit college campuses for the purpose of tours, information and interviews. If this is not possible, school-day visits may be arranged by following the regulations listed below:

Seniors are allowed 3 excused days to visit colleges. You must have the following prior to the visit:

- A note/email from the parent to the guidance office
- The note must be signed by the student's teachers and returned to the attendance office.
- Upon returning from the visit, students must give written verification of the visit from the college to the attendance office. That written verification along with the approved parent note will be filed to indicate you have an excused absence.

**ALL COLLEGE VISITS SHOULD BE COMPLETED BY APRIL 15.**

Special permission may be granted for an additional absence or an absence after the deadline if needed for auditions, scholarship interviews, etc. Follow the same procedure as listed above and include your reason for requesting an excused college visit after the deadline.