



MT. CARMEL HIGH SCHOOL COLLEGE VISIT PASS AND PERMISSION FORM

Many colleges will be visiting our campus this year to meet with interested students. To attend, students must sign up on NAVIANCE and bring this completed form with them to the presentation.

TO SIGN UP IN NAVIANCE CONNECTION:

1. Log onto your Naviance account
2. Click on the **Colleges** tab & **Colleges Home**
-College Visits are listed in the lower right hand corner
-Click on **Show More** to view all college visits
3. Click on **Register Now** to sign up to attend a visit
4. Print this form
5. Obtain signature of teacher whose class you will be missing
6. Bring this completed form with you to the presentation

PASS AND PERMISSION FORM:

This form is required if you plan to attend a college presentation during class time. You will need to get your teacher’s signature from the class you will be missing at least one day prior to the visit. This form will be your pass to get into the visit. After the visit, Ms. O’Quin or Ms. Tomicich will sign the bottom of the pass with the ending time. Give the pass to your teacher when you return to class (this is your re-admit). You are responsible for ALL work missed during your absence.

STUDENT NAME: _____ COLLEGE OR UNIVERSITY NAME: _____ DATE OF VISIT: _____ TIME OF VISIT: _____ TEACHER PERMISSION: _____
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FOR OFFICE USE TIME LEFT: _____ OFFICE SIGNATURE: _____
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