

COLLEGE APPOINTMENT REQUEST

PLEASE NOTE:

Most Colleges expect or require pre-arranged appointments. See your counselor for assistance. Illinois Central College is open evenings. Call ICC Admissions Office for evening time.

All college appointments and job interviews must be cleared with Attendance Center **ONE DAY PRIOR TO THE APPOINTMENT** by:

1. a parent call ...and...
2. the student's submission of the College appointment Request form.

Verification of the appointment, signed by the school or company official must be handed in to Attendance Center upon the students return to school to be classified as a **LIMITED EXCUSED ABSENCE**. Failure to present this confirmation will cause this absence to be declared **UNEXCUSED**.

All college appointment and job interviews (for permanent full-time employment only) are restricted to **JUNIORS AND SENIORS ONLY** and must be taken before the date of **MAY 1**.

STUDENT'S NAME: _____

DATE OF REQUEST: _____ YEAR IN SCHOOL: _____

REQUESTED DAY OF ABSENCE: _____

My appointment is at: _____
(Name of College or University)

(City, State)

Student's Signature

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For Attendance Purposes:

Date confirmed by call from parent: _____

Date notification letter returned by said college: _____