



Father McGivney Catholic High School

7190 Bouse Road
Glen Carbon, IL 62034
Email: bmadura@mcgivneygriffins.com
Main Office (618)855-9010 Fax (618)855-9011

Procedures and Requirements for College Day

Students are allowed four college days (two Junior year, two Senior year). The student must have a good attendance record and be in good standing to graduate in order to participate in the College Day program. This absence will be considered a field trip if the following procedures are completed:

1. The student's counselor will verify student is on track for graduation and give the student a College Day Request form.
2. After completing the form and obtaining a parent signature, the student needs to have the form signed by each of his/her teachers.
3. The completed form should be returned to the FMCHS Student Services Office at which time the student will receive a Verification of Attendance/Visit form to have signed during the College visit.
5. On the day following the college visit the student must present the Verification of Attendance/Visit to the FMCHS Attendance Office. After Attendance has verified your visit, please bring your verification form to the Counseling Office to be placed in your permanent record.

STUDENTS: Please remember to call colleges to set up appointments with admissions, financial aid offices, and departments that you are interested in.

***PROCEDURES 1-3 SHOULD BE COMPLETED ONE WEEK PRIOR TO COLLEGE VISIT. ***



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College Day Request Form

Student Name: _____ Date: _____

College or University Information

Name of School: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Visit: _____

- Have you notified the school that you will be there? Yes No
- Have you arranged for a campus tour? Yes No
- Have you arranged to talk to an Admissions Officer? Yes No
- Have you arranged to talk to a Financial Aid Officer? Yes No

Parent Approval

Parent Signature: _____ Date: _____

- Teachers: 1. _____ Date: _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

***Important Instructions: Turn this form into Mrs. Madura at least one week prior to your scheduled visit.**