

College Visit Procedure for Margareta High School 2008/2009 School Year

1. Make an appointment with the college admissions office for your visit.
2. After the appointment is made inform the Guidance office of when it is.
3. Sign up on the college visit clip board in the guidance office. Make sure you list the date of the visit and what college you will be visiting.
4. Obtain a letter from the guidance office that must be signed by college personnel and returned to the Guidance Office.
5. Communicate to Mrs. Biglin that you have scheduled a college visit.
6. On the day of your college visit have your parent call the main office to report your absence.