

## Career Planning Days

According to school policy, each student is entitled to 5 days designated as Career Planning beginning the second semester of their junior year. This time is to be used for visiting college/trade schools.

In order to apply for a Career Planning Day, please bring a note from your parents to the Guidance Office the day prior to your appointment indicating the college/trade school that you will be visiting. Your absence will be coded "Career Planning Day."

When you return to school, you are to bring back written confirmation on letterhead of your appointment with the college or trade school and present it to the Guidance Office secretary. You will then be directed to see a designated attendance officer to clear your absence. This confirmation must be returned within **three** school days, or your absence will be an unexcused absence.

Please be sure to follow these guidelines for Career Planning Days. Otherwise, we cannot guarantee that your absence will be excused. Early dismissals for Career Planning purposes are handled in a similar fashion.

