Figure 12.4 Sample passes for college representative visits and college fairs.

Academy X	Academy X
College Fair Pass	College Representative Pass
Student Name:	Student Name:
Class:	Class:
Date: Time:	Date: Time:
To: Auditorium	To: Auditorium
Reason: To Attend College Fair	Reason: To Meet with College Rep
Staff Signature:	Staff Signature:
From:	From:
To:	To:
Staff Signature:	Staff Signature:
Academy X College Fair Pass	Academy X College Representative Pass
Student Name:	Student Name:
Class:	Class:
Date: Time:	Date: Time:
To: Auditorium	To: Auditorium
Reason: To Attend College Fair	Reason: To Meet with College Rep
Staff Signature:	Staff Signature:
From:	From:
To:	To:
Staff Signature:	Staff Signature: