

## **How To Sign Up For College Representative Visits To Lake Park (West Campus):**

1. Go to the student Launchpad
2. Under “Campus Life” select “Upcoming College Visits”
3. Click on the hyperlink near the top of the College Visits page
4. Complete the Sign-Up Sheet for the applicable visit(s) - you can/would submit multiple sign-up sheets if requesting to attend visits for multiple colleges
5. An email confirmation will be sent to your Lake Park student email address and your teacher for that class period
6. Check with your teacher to make sure that there are no significant conflicts and that you are able to attend the visit
7. Come to the College/Career Center on the assigned date and class period for the visit - your attendance will be recorded in the College/Career Center

**You can also access this information via [www.LPHS.org](http://www.LPHS.org) under Counseling and “College Visits”**

Please be reminded that 11<sup>th</sup> and 12<sup>th</sup> grade students are able to attend the college representative visits to Lake Park and that students are responsible for all missed classwork resulting from their attendance at a college representative visit. If students cannot attend the visit for a college they are interested in due to testing or other schedule conflicts, they can speak with Mrs. Field or Mr. Ziemba in the Counseling Office and materials can be reserved for them.