Scheduling High School Visits

Information to gather for your records before a school visit:
- Name of school
- Name and email of counselor or contact person
- Address and phone number
- Date and time of visit
- List of students that have applied, currently attend the college, or have shown interest
- Specific parking instructions
- Make sure to confirm the visit with a counselor packet, letter, email or phone call

How to politely decline a visit:
“I am unable to attend, but I would be willing to send you a counselor packet or discuss the school over the phone”
“I will make sure to add you to my future visit list”
“I will be at _____ College fair, please stop at my table and say hello”

Tips for pushing for a visit when the counselor cannot fit you in:
Suggest a material drop off and schedule a time to chat over the phone about materials

Script for scheduling visits
If you get someone on the phone…
“Hello, my name is (full name) from (institution). I will be in your area on (date and time) and I would like to schedule a visit to come speak with you (the counselor) and any interested students. Please let me know if this would be possible. “

If you have to leave a message…
“Hello, my name is (full name) from (institution). I will be in your area on (date and time) and I would like to schedule a visit to come speak with you (the counselor) and any interested students. Please let me know if this would be possible. My phone number is (phone). Again, this is (first name) from (institution) looking to schedule a visit to your school and my phone number is (phone). Thank you and have a wonderful day!”

Tips for successful visits
- Make sure that you schedule enough time between visits
- Make sure that you have enough time to check in before your visit
- Make sure that you know where you are going (school address, etc)
- Bring a tote bag to carry materials so you don’t have to bring your briefcase
- Pack bottled water and snacks for between visits
- Try to schedule time for a quick lunch
- Bring a book or another time filler for between visits
- If you can’t find the front office (where you often have to check in) look for the school flagpole!