



Overnight Travel Permission Form
 for High School Students Only

<u>Office Use Only</u>	
Rec'vd _____	
Confirmed _____	
Staff Initials _____	
Left Message _____	

This permission form must be received via mail, fax, scan to email or the parent can personally drop off the form at the High School Residence Life Office. Forms must be submitted **48 hours in advance** and will not be accepted from students or anyone else other than the parent/legal guardian of the student.

Use this form to give your son/daughter permission to leave campus overnight, with any person other than YOU, the parent/legal guardian, including bus transportation, plane or taxi. Please provide the following information by fully completing the permission form. An incomplete form cannot be approved.

This Permission is For:

Student's Name	Today's Date
Adult that will supervise resident during stay	
Address of supervising adult	fl <u> </u> D _____
	fl <u> </u> AD _____
	Home Phone _____
	Cellular Phone _____
City _____	ST _____
	Zip _____

If your son/daughter wants to make overnight plans with a friend, we ask you, the parent(s) to communicate with the supervising adult prior to giving overnight permission to insure that you are comfortable with the plans. (see below)

I have contacted the hosting parent? Yes No

Please fill in the appropriate permission box for the overnight visit.

SHORT TERM PERMISSION	
Short term permission means that your child may visit the address listed above only for the dates and times listed. This box will only grant permission for one overnight visit and will expire after usage.	
Departure Date	Departure Time
Return Date	Return Time
Driver(s) picking up resident (Print driver's full name)	
Purpose of visit:	

LONG TERM PERMISSION	
Long Term Permission means that your child may visit the address listed above until the expiration date. This box will grant permission for multiple drivers but not for more than one "place visiting or address." You will only have to submit this form once.	
Beginning Date:	_____
End Date:	_____
Drivers (print full name of each driver):	

Synopsis of Sign Out & Overnight Policies

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| <ol style="list-style-type: none"> 1. A student's legal parent/guardian may personally sign their child out at any time. 2. All high school students must be staying at a residence in which an adult is residing and will be present during the visit. 3. Students must sign out and have their card initialed by a High School Residence Life staff member each time they leave campus overnight. | <ol style="list-style-type: none"> 4. All high school students must have written permission from their parents/guardians each time they leave campus overnight. 5. Even with parent/guardian permission, no high school student is allowed to spend the night in the UNCSA college residence halls, Center Stage Apartments, or in a college student apartment off-campus, including siblings. 6. No student is allowed to visit an off-campus residence unless he/she has received parent/guardian permission. |
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Your signature below signifies that you have read the policy and accept jurisdiction and responsibility for your child's safety while off campus overnight.

Parent/Guardian (Print Name)	Parent/Guardian home phone	Cell phone
Parent/Guardian Signature	Date	