University of North Carolina School of the Arts
Residence Life Programs and Housing
Office of High School Residence Life
1533 S. Main Street
Winston-Salem, North Carolina 27127-2738
phone 336.770.3281 | fax 336.631.1555

Office Use Only

Rec'vd_____
Confirmed_____
Staff Initials_____
Left Message_____

Overnight Travel Permission Form

for High School Residential Students Only

This permission form must be received via mail, fax, 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 the supervising adult _____ ( ) 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 assure that you are comfortable with the plans (see below)

I have contacted the hosting parent? ■ Yes ☐ No Is the supervising adult a relative of the student? ☐ 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 full name driver)

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: _____

Ending Date: _____

Drivers (print full name of each driver):

Synopsis of Sign Out & Overnight Policies

1. A student's legal parent/guardian may personally sign their child out at any time.
2. All high school students must have written permission from their parents/guardians each time they leave campus overnight.
3. All high school students must be staying at a residence in which a parent is residing and will be present during the visit.
4. 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.
5. Students must sign out and have their card initialed by a High School Residence Life staff member each time they leave campus overnight.
6. No student is allowed to visit an off-campus residence unless he/she has received parent/guardian permission.

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's home phone _____ Cell phone _____

Parent/Guardian's Signature _____ Date _____

IMPORTANT NOTE: *If a member of the High School Residence Life staff has a concern about the validity of the permission or feels that the host place is inappropriate, he/she will override the permission and contact the legal parent or guardian.*

Revised 09/20/10