Boardingware pass requests submitted are expected to be accurate to the best knowledge of parents/guardians and students. For safety reasons, Parents/Guardians should not share Boardingware passwords with their students at any time. A High School Residence Life staff member may override any granted parental permission if the situation does not seem to be consistent with the school’s regulations or is deemed not to be in the best interest of the student.

1. **UNCSA Provided Permissions**
   
a. All students are granted permission to walk off campus in groups of two or more. Students must sign in before sunset when walking.

   b. All students are granted permission to go on official UNCSA Day Trips (ex. Weekly bus trips, field trips, & performances).

   c. All students are granted permission to ride in cars with UNCSA faculty and staff.

2. **Off-Campus DAY trips (to return to campus before curfew of same day)**

   □ Parents/Guardians will approve/deny all off-campus day trips not included above using Boardingware software.

   For daytime visits to off-campus residences, staff will call the host to confirm an adult will be present. For this reason host contact information will be required within this pass.

   (NOTE: High school students will not be allowed to visit college student residences, including siblings.)

3. **Transportation Permissions**

   Per Lyft and Uber company Terms of Service, only students aged 18 are allowed to create accounts or request/ use their transportation services. Students under age 18 will not be allowed to use Uber/Lyft Car services under a parent account. Students under 18 may ride with an 18-year-old student account owner with parent/guardian permission. Students under age 18 may ride in Taxis within the city of Winston-Salem with parent/guardian approval.

   a. Taxi /Uber /Lyft or other Car Services (Please check what applies.)

      □ My student is age 18. I will approve or deny any taxi/uber/car services each time a pass is submitted via Boardingware.

      □ My student, is under age 18, but has permission to ride in a taxi/uber/lyft car service within the city of Winston-Salem with an 18 year old student account owner.

      □ My student is under age 18. I will approve/deny taxi services each time a pass request is submitted via Boardingware.

   b. Personal Vehicles ( Please check ONE item below.)

      □ I will approve/deny individual drivers each time a pass is submitted via Boardingware.

      □ My student may ride in cars at their discretion (with any licensed driver.)
Overnight Trips

All overnight trips must be approved by parents and hosts, if applicable, in Boardingware. Pass requests should be submitted 48 hours in advance. The Boardingware pass will count as written permission, but parents and hosts will need to provide verbal permission to a Residence Life Staff Member.

Parent/Guardians Initial and date: ____________________________

College Audition Trips

Please utilize the “C-College Auditions” pass for college visit departures. All college visits must be approved by parents/guardians via Boardingware 48 hours prior to staff approval and leaving campus. Students are expected to inform academic instructors of any classes they will miss and submit a form available upon request from the High School Academic Office. Parents/guardians must send an email to the Academic Office to confirm plans. You can also contact the High School Academic Office at 336-770-3245.

Permissions Contact Info

Contact Information to contact Parents/Legal Guardians for additional information and to verify permissions. Listed in order of preferred contact:

Please Print

1) Name: __________________________________________ Relationship to student: ____________________________
   Phone Number: ( ) __________________________ Phone Number: ( ) __________________________
   E-mail address: ________________________________________________________________

2) Name: __________________________________________ Relationship to Student: ____________________________
   Phone Number: ( ) __________________________ Phone Number: ( ) __________________________
   E-mail Address ________________________________________________________________

3) Name: __________________________________________ Relationship to Student: ____________________________
   Phone Number: ( ) __________________________ Phone Number: ( ) __________________________
   E-mail Address ________________________________________________________________

Print Name ____________________________
   Parent/ Legal Guardian

Signature ____________________________
   Parent/ Legal Guardian
   Today’s Date __________________________

Form Submissions

*Completed forms can be mailed to: (High School Residence Life, 1533 South Main Street, Winston-Salem, NC, 27127), faxed to: (336-631-1555) or scanned and emailed to (hsrl@uncsa.edu). Parents or legal guardians wanting to change permissions should submit another Parental Permission Form with the changes made.

*Parental Permission Forms will only be accepted from the student’s parents/legal guardian. UNCSA reserves the right to request official documentation of a student’s legal custody.

Revised 6/03/2020