



OVERNIGHT OFF CAMPUS REQUEST FOR WEEKNIGHTS

Must be completed 24 hours prior to departure

Overnight Absence From Campus (Weeknights)

Students are required to be in the residence hall Sunday through Wednesday at curfew; therefore, overnight travel during the week is to be reserved for emergencies, doctor visits, or high school obligations only. Keep in mind that parental permission does not ensure Academy permission. Students and parents must complete an Overnight Off Campus Request form and turn into the Residence Hall Director at least 24 hours prior to the requested date of absence. The process is not complete until approval is received by the Residence Hall Director. A copy of the completed form will be emailed to parents. If an emergency occurs and a student is unable to return to campus for the night, his/her parent must call the Residence Hall Staff on duty as soon as possible. *GAMES Handbook*

NAME _____ Room _____ Cell _____

Today's Date _____ Date(s) of Requested Overnight Off Campus _____

Reason for request:

() Physician's Appointment on _____ in _____
date location

() High School Academic Event on _____ for _____
date event

() Other

By signing below, I am stating that I fully understand that I need to confirm that this request has been approved prior to my leaving campus. I also understand that I may receive sanctions for a non-emergency overnight off-campus on a weeknight.

Student's Signature Date

Parent's Signature Date