

# Pre-College Program

## Special Request and Overnight Leave Form

**Pre-College Policy:** Students requesting to spend nights away from campus during evenings and weekends must have written permission from a parent or guardian. Requests for such permission must be submitted to the program director at least 72 hours in advance, during regular business hours, Monday through Friday, 9am – 5pm. Any requests conflicting with required academic programs will not be approved. The GW Pre-College Program retains final authority on leave requests.

**Parents/Guardians should scan a signed copy of this form to [gwsummer@gwu.edu](mailto:gwsummer@gwu.edu) at least 72 hours in advance.**

### STUDENT INFORMATION - Please Print Clearly

Name of student: \_\_\_\_\_

Residence Hall and Room: \_\_\_\_\_

Name of Residential Program Advisor: \_\_\_\_\_

Destination of special leave request/overnight stay: \_\_\_\_\_

Address: \_\_\_\_\_

Full legal name of the adult authorized by the parent to pick up the student:

\_\_\_\_\_

Relationship to the student: \_\_\_\_\_

Telephone number and address of the adult picking up the student:

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving campus: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/time of departure: \_\_\_\_\_

Date/time of return to campus: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION:

Parent or Guardian authorizing permission: \_\_\_\_\_

Home telephone number of Parent or Guardian: \_\_\_\_\_

Work number: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_