

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 precollege@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: _____