



# Leave Permission Form

If a student intends to leave a residence hall overnight, for a weekend, or at any time other than a designated vacation period, this Leave Permission Form must be completed. This form must be completed and returned to the Clarkson School administrative office prior to leaving campus.

**You must have a parent or guardian contact the office at 315-268-4425 (Monday – Friday 8:00am to 4:30pm) to give permission for the leave.** This permission must be received prior to you leaving campus. Inform your House Advisor (HA) as to when you will be leaving and when you plan to return.

Upon your return, please let your HA know that you are back.

Failure to adhere to these guidelines is a violation of Clarkson School regulations.

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Name: \_\_\_\_\_

Destination (be specific): \_\_\_\_\_

Date of Departure (MM/DD/YY): \_\_\_\_\_ Time of Departure (HH/MM AM/PM): \_\_\_\_\_

Date of Return (MM/DD/YY): \_\_\_\_\_ Time of Return (HH/MM AM/PM): \_\_\_\_\_

Emergency phone number where you can be reached during leave: \_\_\_\_\_

Will you miss any scheduled classes during this leave period?                      Yes                      No

If **“Yes”**, list the class(es) and the steps you have taken to notify the instructor and/or make-up the material you will miss:

Class:	Steps Taken:
_____	_____
_____	_____
_____	_____
_____	_____

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*Office Use Only:*

Parent Guardian Permission Received      Date and Time: \_\_\_\_\_

By: \_\_\_\_\_

House Advisors Notified