

# SAMS Absence from Campus Release Agreement Form

It is essential that students who will be away from campus overnight or for an extended leave (over four hours) must have a document signed by the student's parent or guardian giving permission for the absence. The SAMS Absence from Campus Release Agreement Form, should be and faxed (Fax: 412-268-1527) or emailed (cmu-sams@andrew.cmu.edu) to the Center Office, as needed.

The form must be on file with the Center office at least **48 hours** in advance of the student's departure from campus. A Residence Hall staff member will contact parents or guardians by the phone number provided in order to confirm absence. Under most circumstances, students will not be permitted to leave campus for an overnight stay unless picked up by a parent, guardian or other adult over the age of twenty-one.

**NOTE: A Residence Hall staff member will contact parents or guardians by the phone number provided in order to confirm absence.**

**Agreement for Parent/Guardian:** *I give permission for the following student to leave campus:*

Student name: (first and last name) \_\_\_\_\_

Student cell phone number: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Time of departure: \_\_\_\_\_

Date of return: \_\_\_\_\_ Time of return: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Name and relationship of supervising adult: \_\_\_\_\_

Supervising adult phone number: \_\_\_\_\_

Parent/Guardian name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian phone number: home: \_\_\_\_\_ cell: \_\_\_\_\_

Form Submission Date: \_\_\_\_\_