



OFF CAMPUS/OVERNIGHT STAY FORM

Parents/guardians of residential CPP students:

- Use this form to inform CPP staff when your child has your permission to leave campus after check-in hours (after 10 p.m. Sunday-Thursday, and after 11 p.m. on Friday and Saturday).
This form must be submitted for all off-campus stays, including those in which a student will be traveling with you or another parent/legal guardian.
Email, fax, or send this form to the CPP office at least 24 hours prior to your child leaving campus overnight.
Requests received after normal business hours (9 a.m. to 5 p.m. Monday-Friday) will not be reviewed until the following business day.

Please return form by:

Table with 3 columns: Email (preferred) with icon and address, Fax with icon and number, Mail with icon and address.

The use of this form ensures that our staff is aware of your child's location while they are participating in the College Prep Program. It helps avoid confusion at the nightly check-in, and is also for child's safety.

Students may request no more than one weekend away from Northwestern throughout the duration of the program. Please contact the Resident Director if you need to request additional time.

A separate Automobile Permission Form must be submitted if your child will be traveling in a vehicle with someone who is not you or another parent/legal guardian.

Student name:

I, the parent/legal guardian of the above student, request an off-campus stay for my child per the details below:

Table with 3 columns: Full Name and Contact, Date off Campus and Return Date, Relationship to student.

Authorized handwritten signature (parent/legal guardian) Printed name Date

Parent/guardian phone:

Parent/guardian email: