



Absence Request Form

Students participating in USC Summer Programs are permitted to make off campus visits if a parent or guardian submits a written request at least **72 hours** in advance of the student’s departure and it is approved by an authorized representative of the USC Summer Programs Office.

Please complete the section below and email the form in PDF format to summer@usc.edu. Emailed forms must be submitted from a parent/guardian email address on file in our office. We do not accept JPEG (screen shots, photos) and zip files.

Student Full Legal Name: _____ Cell Phone: _____

Departure Date: _____ Departure Time: _____:_____

Destination: _____

Return Date: _____ Return Time: _____:_____

Accompanied by/Relationship: _____

Method of Transportation*: _____

**Students are not allowed to use public transportation and/or car services such as: Uber, Lyft, etc. unaccompanied by an adult family member or relative.*

Method(s) for Contact while absent:

Cell Phone: _____ Home Phone: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

OFFICE USE ONLY

Residential Hall: _____ Room #: _____

Approved: Yes No