Weekend 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.

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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: ________________________________

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OFFICE USE ONLY

Residential Hall: __________________________________ Room #: ____________________________

Approved: □ Yes □ No