



Program: 2019 Preparing Students for College Success
From: Office of Student Affairs - LC & JWU-Denver



JOHNSON & WALES
UNIVERSITY

Re: Permission to Leave Campus (Optional)

Dear Parents & Guardians,

Students are strongly encouraged to remain on campus throughout the duration of the program.

However, if a student must temporarily leave campus at any point for a non-program related reason, a parent or legal guardian must complete this form for each instance in which the student will be absent. It should also be completed if someone other than parent or legal guardian will be picking up a student at the end of the program.

Students may only leave campus accompanied by a parent, legal guardian, or individual identified on this signed form. This form must be completed for any program absence for any period of time – even if it is with the custodial parent/guardian.

If an absence is planned but the date and/or time are as yet uncertain, this form may be faxed in when details are known (for planning purposes please fax form as far in advance as possible).

Due to safety concerns, access to the residence halls is restricted to Program students and staff. All others must check in with Campus Safety located in Academic Center before proceeding to the residence hall and must be accompanied by a Program staff member.

Please return the following information by email campuslife.den@jwu.edu. Your permission, along with the following details, will be kept on file.

Authorization to Leave Campus

I hereby grant permission for my student to temporarily leave for the dates and times shown below and to be accompanied off campus with the person(s) listed below. I acknowledge that Landmark College and/or Johnson and Wales University-Denver is not responsible for my student while they are away from campus with my permission granted by this authorization.

Student Name (please print)

Departure Date

Departure Time

Return Date

Return Time

Person to Accompany Student

Phone Number

Parent/Guardian Name (please print)

Phone Number

Parent/Guardian Signature

Departure Time