

Check-out Conditions

(Boarding Students ONLY)

STUDENT FULL NAME: _____

Grade: _____

Approvals for “Leaves” & “Daytime Passes” are based on Academic and Behavior Levels. Unless special permission is given, the same person who checks the student out must return the student to campus.

Overnight/Weekend Leaves

Definition: The student checks out of the dormitory to go either to his/her home of record or to another destination for one or more nights. Once signed out of the dorm, accountability and supervision of the student become the responsibility of the adult who checked out the student.

Written/mailed permission from the parent or legal guardian is required for **EACH** occurrence. If a student checks out to a destination other than his/her home, a written/mailed invitation from the responsible adult (23 years or older) with whom the student will be staying is also required.*

Daytime Leaves

Definition: The student checks out of the dormitory for the day, but returns to campus prior to curfew. The student must be checked out by his/her parent, the parent of another SMA student, or by a responsible adult designated by the parent/guardian. Once signed out of the dorm, accountability and supervision of the student become the responsibility of the adult who checked out the student.

Select at least one of the following conditions by **placing your initials** in the blank:

____ My student **MUST** have my permission before being allowed to check out with the parent of another Academy student or another responsible adult (23 years or older). (*Recommended*) *

____ My student may check out with the following persons (23 years or older) for DAYTIME leaves WITHOUT CONTACTING ME:* (please include FULL name): _____

____ My student has my standing permission to check out during the daytime with a parent or legal guardian of another Academy student (23 years or older) WITHOUT CONTACTING ME. (**11th & 12th graders only**)*

Daytime Pass

Definition: The student checks out of the dormitory to the environs of San Marcos (10 mile radius of campus) for a period of three hours or less. Eligibility for Daytime Passes is based on the student’s academic and behavioral level and/or permission from the Hall Director. When on Daytime Pass, the student must abide by the rules and regulations of the Academy, but is not directly supervised by Academy personnel.

Select at least one of the following conditions by initialing in the blank:

____ My student **MUST** have my written/email permission before being allowed to check out on Daytime Pass.*

____ My student has my standing permission to check out on Daytime Pass WITHOUT CONTACTING ME. (**11th & 12th graders only**)*

Special Conditions

Please list anyone that your student **MAY NOT** see, visit, or check out with: _____

For special circumstances, including custody issues, please attach a letter of explanation. If applicable, please also include a copy of any legal documentation detailing custodial issues.

Parent/Guardian Printed Name

Signature

Date

***The Academy reserves the right to deny requests for leave and daytime passes.**