

USC Summer Programs

Residential Students Only

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 review the [Program Policies: Absences & Visitors — Residential Students](#) information, 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 (screenshots, photos) and zip files.

Student Full Legal Name: _____ Cell Phone: _____

Departure Date: _____ Departure Time: _____:_____ am
pm

Destination: _____

Return Date: _____ Return Time: _____:_____ am
pm

Full Legal Name of Adult Student is Accompanied by/Relationship: _____

**The adult accompanying the student is required to present a government-issued identification at the time of departure for each absence request.*

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: _____ Group/Room #: _____

Approved: ☐ Yes ☐ No _____