

**Student Off Campus Form**  
**Salem High School**  
**2017-2018**

<p><b>Office Use Only</b></p> <p>Parking Permit on File _____</p> <p>Date Issued _____</p>
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Name \_\_\_\_\_ Grade Level \_\_\_\_\_

**Driving will be allowed for:** (Check all that apply)

Reason	Yes	No
Off campus study hall		
Dual enrollment schedule between RCA and Salem		
RVC off campus		
GVS off campus		
MOWR/Dual Enrollment off campus		
RCA/SHS schedule between schools		
Work-based learning		

- **Parking fees must be paid within 10 days of the start of school or Off Campus privileges will be revoked.**

Driving is a privilege and students are expected to adhere to these guidelines.

1. You must leave campus during your early release periods. **An Off-Campus student who is found on campus will have privileges revoked and placed in a class.**
2. **Students should exit the building within ten minutes of their last class.** An administrator is the only person who can authorize a student to remain on campus.
3. **Once you leave campus, you must not return to the campus during regular operation hours.** If you are returning for practice, meetings, or after school tutorials, you must wait until the school is dismissed to enter the building.
4. The student parking tag must be displayed in your vehicle at all times. It must be visible for the parking lot attendant.
5. You are expected to attend all classes on your schedule. **Never leave campus at an unauthorized time without following the proper check out procedures.**
6. **Return this form and a copy of your schedule with a parent/guardian signature** on the form and schedule.
7. **You may not leave campus until your form has been returned with a parent/guardian signature and you have been provided with an updated schedule indicating Off Campus approval.**

**Student Agreement: I have read and agree to uphold the expectations listed above.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Approval: I approve the attached schedule for my child to participate in the early release program. I give my child permission to leave school early/come to school late.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Daytime phone number \_\_\_\_\_