

Weekend Permission Form

The following policy governs students leaving campus on any weekend—even on “go home” weekends. The MSA staff must ensure the safety of students while in residence on the campus. It is mandatory that we know your child has authorized permission to leave and that you know their destination. E-mail messages and phone calls are easy to falsify, therefore, we can no longer accept them without the parent’s unique identification code. Before MSA will release a student **on any weekend**, please:

1. Complete the form below.
2. Print clearly so that we can read the information.
3. **Return this form to be received no later than 5:00 p.m. on the day before your child is scheduled to depart.** Options for returning the forms are as follows:
 - * **Mail the form** to Residential Life Office, P.O. Box 229, Brookhaven, MS 39602. Make certain that you allow ample time for post office delivery (at least a week).
 - * **Fax the form** to the Residential Life Office at **601-823-1546**. Do not fax forms to the Y-Hut—the offices could be closed.
 - * **Hand-deliver the form** (Do not send it by your child for security reasons).

You can download this form from the MSA website: <http://www.msabrookhaven.org>. A letter by email with your unique identifier code containing the same information is acceptable if you do not have access to a form. **A new form is required each time your child leaves campus for the weekend.**

My child has my permission to leave the MSA campus for the weekend.
Please print clearly.

Student’s Name: _____

Departure Date: _____ Time: _____ a.m. p.m.

Return Date: _____ Time: _____ a.m. p.m.

Destination—Where is your child going? (e.g., coming home for weekend, visit with host parent):

Person Visiting: _____ Phone: _____

Address: _____

Parent Name: _____ Phone: _____

Parent Signature: _____ Date: _____

Parent Unique Identifier Code: _____

Keep this information confidential from your child.

This form is not necessary if you pick up your child.