



Off-Campus Request and Permission Form

Permission must be arranged **prior** to the program through the WCATY office. You can call the office at 608-890-3260 or email at wcaty@education.wisc.edu. Students who will be taken off-campus must be picked up from the residence hall. The individual picking-up and dropping-off the student must check-in with the Site Coordinator or other program staff member at both pick up and drop off. To aid in communication between all parties, a text message, call, or email to a staff member is required if the scheduled times are off by more than **15 minutes**. The contact information will be communicated through the student handbook and at opening ceremonies.

Student Name: _____ Circle One: ALP STEP PACE YSSP

Student Pick-Up Information:

Student Drop-Off Information:

Date:	Time*: 8am 12pm 3:00pm 8:30pm	Date:	Time*: 8am 12pm 3:00pm 8:30pm
Transporting Adult Name:		Transporting Adult Name:	
Cell Phone Number:		Cell Phone Number:	
Relationship to Student:		Relationship to Student:	

**Due to the staffing and schedule of our summer camps, these are the only times that are available for student pick up and drop off's. If for some reason none of these times work, please contact the WCATY office and we will do our best to work with you to set up a time that works.*

Please explain why your child will be off-campus during this time:

By signing below, I acknowledge that I understand and will follow the off-campus policies and give my permission for the above request.

Parent/Guardian Signature

Date

Please Print Parent/Guardian Name

This form should be on file at the WCATY office no later than one month prior to the program.

For Office Use Only: Course: _____ RA: _____

Staff Member at Pick-Up: _____ Time: _____

Staff Member at Drop-Off: _____ Time: _____