



**New York University**  
*A private university in the public service*  
**Office of Special Programs**  
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### **Tisch Summer High School Overnight Leave Form**

Residential students are not allowed to be away overnight or on weekends. In the case of **extenuating circumstances or emergencies**, students are required to notify Tisch Summer High School staff of any leave by submitting this form. The form must be complete and signed by the parent or guardian on record for the student.

**Parents/guardians should submit this form at least 48 hours in advance of the leave and no later than 12:00 p.m. on Fridays for leaves during the weekend. The form must be emailed as an attachment to [tisch.highschool@nyu.edu](mailto:tisch.highschool@nyu.edu) (subject line: Tisch Summer High School Overnight Leave). Once the form is received and processed, the student will receive an email confirming permission to leave. Due to the collaborative nature of this program, an absence can impact a group or project. For that reason, it is important that you communicate any absence with your instructors and program directors as soon as possible.**

*Students must be checked in to their residence hall by curfew on the day of their return (11:00 p.m. Sunday-Thursday, 12:00 a.m. Friday-Saturday). The overnight form is not intended as a means to stay out after curfew, and students cannot be on the NYU campus while on leave.*

**STUDENT INFORMATION** (Please print clearly)

Name of student: \_\_\_\_\_ NYU E-mail: \_\_\_\_\_

Department of student (e.g. Film) \_\_\_\_\_

Residence room number: \_\_\_\_\_

Name of overnight host: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Address where student will be staying: \_\_\_\_\_

Telephone number where student can be reached: \_\_\_\_\_

Reason for leaving campus: \_\_\_\_\_

Date and time of departure: \_\_\_\_\_

Date and time of return (student must return before curfew): \_\_\_\_\_

**PARENT INFORMATION** (must be parent/guardian on Tisch Summer High School record, e.g. signed contract)

Parent or guardian authorizing permission (please print): \_\_\_\_\_

Home phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_