



## Student Sign Out List

Students departing from the College with an authorised person must ensure that, before leaving, that person sees one of the Supervisors and the authorised person signs the book provided for this purpose. This person should also be over 18 and name supplied on list below by parent/ guardian.

The normal time of return is before 9.00pm on the last day of the weekend, or before school the following day. The staff follow the “24 hour rule” for sign outs. Students need to have their weekend sign outs organised by Friday morning 8.30am and make sure the sign out is on their approved list. If they are not, parents need to give the College a ring to approve it, at least 24 hours before the student can leave.

**Student Name:** \_\_\_\_\_

### RELEASE FROM COLEGE

We grant permission for the above-mentioned student to be released from the College in the company of;

<b>Name</b>	<b>Address</b>	<b>Return same day</b> Parent please tick and initial	<b>Over/night release</b> Parent please tick and initial

**Print Parent/Guardian Name:**  
\_\_\_\_\_

**Signature** of Parent/Guardian: \_\_\_\_\_