OVERNIGHT FORM FOR DAY STUDENTS

There are several overnight scenarios, please read the options below and check the appropriate box.

- □ **1-3 nights (free)***: no more than 2 nights may be Study Hall nights, staying on air mattress or unoccupied bed if available, student coordinates with host and Dean of Students office*
- □ **4-7 nights ($25 per night)***: staying in unoccupied bed (based on availability), student/family coordinates with DOS office*
- □ **8+ nights***: requests for more than 7 nights require a conversation with the Director of Residential Life or the Dean of Students*
- □ **On Board Experience***: do not use this form to participate in the On Board Experience, please see the website (www.madeira.org/onboard) and communicate with the Dean of Students office for more information regarding this program*

This form must be completed with all signatures and approvals ***(including a meeting with the Director of Residential Life or the Dean of Students)*** at least 24 hours **prior** to your stay. Stays of 3 nights or longer must be submitted and approved at least 1 week in advance of your stay. Requires signature from parents and either the Dean of Students or Director of Residential Life.

Day Student's Name_____

Day Student's Cell _____

Nights staying at school: Circle date(s)

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31

Parental Permission _____

signature

Parent Cell _____

To be completed by the hostess and her roommate

Hostess_____

Hostess Signature_____

Roommate Signature _____

Dorm _____

Room number _____

Reason for overnight__

_____

_____

_____

Authorized by Dean of Students or Director of Residential Life

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To be completed by the Dean of Students Office

Distribution: AOD DESK _____
HWC _____
DORM PARENT _____

Date Requested _____
Outlook Sent _____
Date Submitted _____
HWC correspondence shared with Dorm team? yes / no