

OFF CAMPUS PRODUCTION REQUEST FORM**DIRECTIONS:**

1. Fill out all required information on this form.
2. Have a parent or guardian sign this form AFTER you have filled in all the information.
3. Take this form to administration, and have an Administrator sign it (Ms. Pappenheimer, Mr. Dennis, or Ms. Hoyt)
If you are going to a location by car, a photocopy of the driver's license and proof of insurance must be attached to this form BEFORE an administrator signs it.
4. Take the form to the Counseling office. They will make a copy of the form.
5. Return this form to Mr. Temple BEFORE leaving campus.
6. A parent or guardian must excuse you from school by following all the protocols outlined in the student/parent handbook.
7. You may leave campus ONLY during 6th and 7th Media Academy class time.
8. You must return BEFORE the end of 7th.
9. This form ONLY allows you to leave campus during the indicated dates and times.
10. You may NOT use this form more than once. A new form must be obtained for a new day.
11. This form may not be used by students that are not enrolled in the Media Academy.

△ **THIS IS A PRIVILEGE. THIS IS NOT A RIGHT. ALL SCHOOL RULES APPLY WHEN YOU ARE OFF CAMPUS. YOU WILL LOOSE THIS PRIVILEGE PERMANENTLY IF YOU DO NOT BEHAVE ACCORDING TO THESE RULES.**

Name	Phone
Location	Date
Transportation <i>circle one</i> Walk Bus Car	Purpose (include scene numbers from script if applicable):
If car is indicated: Name of Driver:	

Proof of license and insurance:

Student Signature: <i>I agree to follow all directions set down in this document, as well as all school rules.</i>
Parent/Guardian Signature: <i>I understand that when off campus and excused from school, the school cannot be held responsible for the safety and behavior of my child. If I do not agree with this, the absence of my signature is an indication that I do not allow my child to leave campus.</i>

If you have any questions, please call Mr. Temple at 510-206-7394, or call SRHS at 415-485-2333