



# Harvard Summer School

HARVARD DIVISION OF CONTINUING EDUCATION

Secondary School Program, 51 Brattle Street, Cambridge, Massachusetts 02138-3722, [ssp@summer.harvard.edu](mailto:ssp@summer.harvard.edu)

## 2023 Secondary School Program Residential Late Arrival or Overnight Absence Request

Providing complete and accurate information will help the SSP make a timely decision. When filling out the form, please be aware of the following policies, with the Secondary School Program reserving the right to deny any residential arrival or overnight absence request:

**Move In.** Residential buildings open on Saturday, June 17. There is no early arrival: residences will be closed until June 17.

**Late Arrival Exception.** Arrival after June 17 is by request only, and subject to approval. Students may not miss a class meeting. No student may arrive and move in after noon on Thursday, June 22. Residential SSP students may be approved for late arrival if they are (a) able to arrive before their first scheduled class meeting, or (b) enrolled in the class type labeled "On Campus or Online" (this course type may offer flexibility because class meetings of some courses can be attended or made up online).

**Overnight Absence.** Being away from campus overnight is by request only, and subject to approval. Students may not miss a class meeting. Residential SSP students may be approved for an overnight absence if they (a) will not miss class meeting times or (b) enrolled in the class type labeled "On Campus or Online" (this course type may offer flexibility because class meetings of some courses can be attended or made up online).

**Move Out.** Residential buildings close on Saturday, August 5, and must be vacated by noon.

STUDENT NAME		
Last/Family/Surname(s)	First/Given name(s)	Middle name(s)

DCE ID NUMBER	TYPE OF REQUEST	DATE
@ 0 0	<input type="checkbox"/> Late Arrival <input type="checkbox"/> Overnight Absence	

(see [www.summer.harvard.edu/login](http://www.summer.harvard.edu/login) if unsure)

REASON FOR REQUESTED ABSENCE/LATE ARRIVAL

OVERNIGHT ABSENCE REQUEST: Please provide method of travel, departure date/time, address where you will stay and with whom, including relationship to host, and return date/time

OR

LATE ARRIVAL REQUEST: Please provide method of travel, and arrival date/time

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DO YOUR PARENTS KNOW ABOUT THIS REQUEST?

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PARENT OR GUARDIAN PHONE NUMBER

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STUDENT CELL PHONE NUMBER

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PARENT OR GUARDIAN NAME

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STUDENT EMAIL ADDRESS

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COURSE ENROLLMENT INFORMATION			
Course	No. of credits	Class schedule	"On Campus or Online" course format? <input type="checkbox"/> Yes <input type="checkbox"/> No
Course	No. of credits	Class schedule	"On Campus or Online" course format? <input type="checkbox"/> Yes <input type="checkbox"/> No

For SSP office use only:

Approved / Disapproved by \_\_\_\_\_ Staff signature \_\_\_\_\_

Staff Comment:

Student notification by \_\_\_\_\_ Date \_\_\_\_\_