



HARVARD SUMMER SCHOOL

Secondary School Program • 51 Brattle Street, Cambridge, MA 02138-3722 • www.summer.harvard.edu/ssp

SSP Late Arrival Request Form

Harvard Secondary School Program—Residential Student

Permission to arrive on campus after Opening Weekend is sometimes granted. To request and obtain such permission, good planning is required because the Secondary School Program (SSP) cannot approve any student's request to miss a class. Attending class meetings is a requirement for all Summer School students.

Still, 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 courses with an online option (courses with an online option may offer flexibility because class meetings of some courses can be attended or made up online).

To request permission to arrive on campus after Opening Weekend, complete and return this form to the SSP. Providing accurate, detailed information will help the SSP make a timely decision. We especially need to know (1) the reason for your request, (2) when you will arrive, and (3) what courses you are enrolled in.

The Secondary School Program reserves the right to deny any late arrival request.

Email this completed form to ssp@dcemail.harvard.edu.

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

| DCE ID NUMBER | DATE |
|---|------|
| @ 0 0 | |
| <small>(see www.summer.harvard.edu/login if unsure)</small> | |

| ADDRESS |
|---------|
| |

I request permission to arrive on _____, June _____ at _____
(day of week) (date) (time)

| REASON FOR THE REQUEST |
|------------------------|
| |

| METHOD OF TRAVEL |
|------------------|
| |

| COURSE ENROLLMENT INFORMATION | | | |
|-------------------------------|----------------|----------------|--|
| Course | No. of credits | Class schedule | Online option? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Course | No. of credits | Class schedule | Online option? <input type="checkbox"/> Yes <input type="checkbox"/> No |

| PARENT OR GUARDIAN NAME | PARENT OR GUARDIAN PHONE NUMBER |
|-------------------------|---------------------------------|
| | |

| STUDENT SIGNATURE | STUDENT CELL PHONE NUMBER |
|-------------------|---------------------------|
| | |

| STUDENT EMAIL ADDRESS |
|-----------------------|
| |

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|---|
| <p>For SSP office use only:</p> <p>Approved / Disapproved by _____ Staff signature _____</p> <p>Staff Comment:</p> <p>Student notification by _____ Date _____</p> |
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