


The year is underway which means life is busy. For that reason we are sharing reminders about how to best communicate with the school regarding times when your child needs to be away from school. Our students and families help us to keep track of requests by using Boardingware. You have a unique Boardingware sign in that allows you to approve requests for your child giving us confidence that you are aware of their plans. There are also several leave types students use in daily life that do not require your approval for each sign out. All St. Marker's can ride with the parent of a current St. Marker or a Faculty member and all students can sign out to Downtown Southborough which we consider school grounds.

Below is information on sign outs that require your permission at each request. If your child ever needs to be away from school for medical reasons including medical appointments you should contact Health Services directly and they will communicate necessary information to the Dean of Students Office.


### Sign outs that require family permission

If your child is going to be away from school grounds overnight you or your child can submit an "Overnight" request.




**Overnight**  
Staying the night away from school on a Saturday. If a long or extended weekend this may include Sunday night. Deadline - Friday 3PM.

If being away overnight would result in being absent from a school commitment (courses, athletics, chapel, evening study, etc.) that request then becomes a "Overnight Special Permission".




**Overnight Special Permission**  
For requests to miss school commitments (class, athletics, chapel, co-curricular, evening study, etc.) and be away from school overnight. Special Permission form must be turned in at Deans Office for Boardingware request to be approved. Contact Deans Office if submitting a request for Special Permission.


Likewise any time your child is looking to be away from school at a time that conflicts with a school commitment the request is for a "Special Permission". Students who participate in outside extracurriculars may be excused from evening study one night per week to allow participation. Club sports, music groups, Boy/Girl Scouts, confirmation class and the like are covered by the following:



**Family Event Special Permission**  
For requests to miss school commitments (class, athletics, chapel, co-curricular, evening study, etc.) Special Permission form must be turned in at Deans Office for Boardingware request to be approved. Contact Deans Office if submitting a request for Special Permission.



**Athletic Special Permission**  
For requests to miss school commitments (class, athletics, chapel, co-curricular, evening study, etc.) Special Permission form must be turned in at Deans Office for Boardingware request to be approved. Contact Deans Office if submitting a request for Special Permission.



**Extra Curricular Special Permission**  
For requests to miss school commitments (class, athletics, chapel, co-curricular, evening study, etc.) Special Permission form must be turned in at Deans Office for Boardingware request to be approved. Contact Deans Office if submitting a request for Special Permission.