

Ozarks Technical Community College (OTC)

OTC Career Center Activity Participation Form

*This form must be completed for any on or off-campus OTC Career Center program activity occurring beyond the regular class schedule. This form **must** be signed by all persons designated below and returned by the student to their instructor, at least 3 days prior to the activity. Students are supervised by the instructor(s) or other OTC representatives. OTC Career Center rules governing student conduct apply when participating in an activity.*

STUDENT NAME – Please print

SENDING HIGH SCHOOL

PROGRAM

☐ AM ☐ PM
REGULAR ATTENDANCE TIME

Activity Date(s): _____ **Activity Time(s):** _____

Activity Description: _____

1) _____
Sending School Principal/Assistant Principal's Signature

Date

I acknowledge that this student is classified as a good citizen at my school and has a good attendance record. I give permission for this student to participate in the OTC activity listed above and understand they may need to provide their own transportation.

2) _____
Parent(s)/Guardian's Signature

Date

I give permission for my child to participate in the OTC activity listed above. I understand my child may need to provide their own transportation.

3) _____
Instructor's Signature

Date

I acknowledge that I have verified that the student has received signatures granting permission from a sending high school representative and parent/guardian to participate in the OTC activity listed above.

4) _____
Student's Signature

Date

Student Assurance: I understand that it is my responsibility to request and complete all make up work that is required for any class I may miss during this activity. I understand OTC Career Center rules governing student conduct apply when participating in an activity and that failure to comply will result in disciplinary action.

5) **After all signatures are completed, instructor should return the form to the Career Center office at least 2 days prior to activity. If there are any questions please call the instructor.**