

**MRSM KOTA PUTRA**  
**Overnight Stay Form**

Parent / Guardian's Name

Address :

Date :

To :

Principal

Mara Junior Science College Kota Putra

Jalan Bukit Keluang

22200 Besut

Terengganu

Phone Number : 09-6957688, 09-6957699

Fax Number : 09-6957677

For office use only  
Approved / Declined  
Principal / Vice Principal / Head of Warden

Signature

Guard's Note

Date of return : \_\_\_\_\_

Time : \_\_\_\_\_

Guard's Signature : \_\_\_\_\_

Guard's Name : \_\_\_\_\_

Request for Outing / Overnight Stay

I, as the parent / guardian of :

Name of student : \_\_\_\_\_ College Number : \_\_\_\_\_

Form : \_\_\_\_\_ Homeroom : \_\_\_\_\_ Previous date of overnight stay : \_\_\_\_\_

Would like to request for an outing / overnight stay as stated below :

Date : \_\_\_\_\_ to \_\_\_\_\_ Day (s) : \_\_\_\_\_ Time : \_\_\_\_\_

Address / Destination : \_\_\_\_\_

Purpose : \_\_\_\_\_

☐ I will come to pick / representative : Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

☐ I allow my child / charge to return on his/her own

Thank you

Parent / Guardian's Signature

IC Number : \_\_\_\_\_

Phone Number : \_\_\_\_\_

\*Please tick (/) in the relevant box

1. Completed forms should arrive at the college at least one week prior to the cutting/overnight stay either delivered in person or by mail or fax. This form must be submitted each time any student would like to go home for an outing/overnight stay that is not gazetted by the college's administration.

2. To be filled in one copy only.

3. Parents/guardian are solely responsible for the safety of students during the outing/overnight stay period.

4. Parents/guardian are responsible for student's transportation to and from the college.

5. Approval is subject to principal/vice principal/head of warden's discretion.

6. Incomplete form or application not abiding the procedure will not be entertained.

7. Submit the approved form to the guard's post before leaving the campus.

8. Please get the overnight stay identification card by the parent/guardian from the warden. This card must be signed by parent/guardian and submitted to the guard-on-duty during re-entry into college.

9. Please leave the student's outing book at the guard's post before leaving the campus.

10. Please get this form from the office.