



Family Visitor Pass Request

Please complete and submit to Student Affairs for administrative approval at the beginning of each semester. Visitors are subject to verification by the College. AMDA reserves the right to deny entry to any visitor that might not meet the qualifications defined in the AMDA Student Code of Conduct:

Immediate family members (parents, siblings or grandparents) may visit, but the student must first obtain and complete a Family Visitor Form. After receiving approval, visiting family members will be permitted. Family members may not visit classes or demonstrations and are not permitted to stay overnight in housing. Students are not permitted to invite or escort any non-family guest into any school-related facility, including housing and academic facilities, at any time. Additionally, guests may not loiter in any area of the lobby or in the immediate vicinity of any housing facilities. Only AMDA students with proper student ID are authorized to enter. Therefore, students are to remember to carry their student ID with them at all times.

The student hosting the guest is responsible and accountable, including financially, for the conduct of his/her guest. Any infraction of the policies and the cost of repairing and damage by the guest is assumed by the host student. For security reasons, students are discouraged from providing entry to individuals who are not their own guests. AMDA will permit minors on campus but they must be accompanied by an adult at all times.

(Please type or print neatly in blue or black ink)

Name _____

Phone Number _____ Email Address _____

Address _____
Street Apt # City State Zip Country

Student ID# _____ Section _____ Residence Hall and Room # _____

Guest	Relation to AMDA Student
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

My signature below indicates that I understand the College's rules and regulations regarding guests visiting on campus and that I will act in accordance with them.

Signature _____ Date _____

FOR OFFICE USE ONLY	
Authorized By (Print Name) _____	Date _____
Signature of Approval _____	
A copy of this request was made for the Guard at AMDA 1 by _____ (Please Initial)	

FOR GUARD USE ONLY

Please document the dates and times that the guests listed on the front of this form check in and out of your respective post.

Guest	Date and Time of Arrival	Date and Time of Departure
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2.		
3.		
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