

**Southeastern Louisiana University**  
**Faculty/Staff**  
**Student Off-Campus Visitation Checklist**

As reminders to faculty and staff who are involved with students traveling off campus due to University classes, events, or approved programs, the following is a checklist of information the professional staff person may want to have on each student traveling.

**\*Faculty and staff traveling with students should keep two sets of this information, one for their use on the trip and the other left on campus with their immediate supervisor.**

- \_\_\_\_\_ 1. Student's full name and nickname (if any).
- \_\_\_\_\_ 2. Student's local address and phone number.
- \_\_\_\_\_ 3. Student's permanent address and phone number.
- \_\_\_\_\_ 4. Person to contact in an emergency, the relationship of that individual to the student, and a phone number where they can be reached.
- \_\_\_\_\_ 5. Student's cell phone or beeper number.
- \_\_\_\_\_ 6. Student's health concerns, medications taken, medical conditions, and/or any disabilities.
- \_\_\_\_\_ 7. Student's doctor's name and phone number.
- \_\_\_\_\_ 8. Student's medical insurance company and policy number.
- \_\_\_\_\_ 9. Student's class schedule.
- \_\_\_\_\_ 10. Student's W number or social security number.
- \_\_\_\_\_ 11. Student's destination and date and time of departure and return.
- \_\_\_\_\_ 12. Phone number of hotel or place where student is staying while off campus (if over night).
- \_\_\_\_\_ 13. Student's method of travel; and if it involves driving, student's driver's license and vehicle insurance.
- \_\_\_\_\_ 14. Expected behavior guidelines (i.e., Code of Student Conduct, Alcohol Policy, applicable state and local laws).
- \_\_\_\_\_ 15. Off-Campus Visitation Form (which can be downloaded from [www.selu.edu/admin/stu\\_dev/assets/off\\_campus\\_visitations](http://www.selu.edu/admin/stu_dev/assets/off_campus_visitations)). Form should be filled out in triplicate and have the required signatures by the appropriate dates.