

**Office of the Commandant  
Marion Military Institute  
Marion, Alabama**

Subject: College Leave/Pass

To: Commandant of Cadets

Today's Date: \_\_\_\_\_

**Student Number:** \_\_\_\_\_

It is requested that the undersigned cadet be granted leave

Cadet Information (Please use Black or Blue Ink Only)			
Cadet:		Company:	
Barracks		Room Number:	
From (Date)		To (Date)	
From(Hours)		To (Hours)	
In case of an emergency , I will be traveling to following location:			
▲ List a Complete Address (Street, City, State, and ZIP) in the above space ▲			
▲ and at the following number: List a Cellular/Mobile/Home/Landline Phone Number in the above space ▲			
Restriction			Initials
I am not on any duty roster be it guard detail, honor guard or company duty officer			
I am in no way restricted to campus be it for disciplinary actions.			
Provide reason for request in space below: use back for addition information as needed.			

**Early Release – Instructors Sign-Off**

I have informed the instructors below that I will be absent from class on the dates indicated above:

1. Instructors \_\_\_\_\_ Course \_\_\_\_\_ Instructor's initials \_\_\_\_\_ Excused [ ] Unexcused [ ]
2. Instructors \_\_\_\_\_ Course \_\_\_\_\_ Instructor's initials \_\_\_\_\_ Excused [ ] Unexcused [ ]
3. Instructors \_\_\_\_\_ Course \_\_\_\_\_ Instructor's initials \_\_\_\_\_ Excused [ ] Unexcused [ ]
4. Instructors \_\_\_\_\_ Course \_\_\_\_\_ Instructor's initials \_\_\_\_\_ Excused [ ] Unexcused [ ]
5. Instructors \_\_\_\_\_ Course \_\_\_\_\_ Instructor's initials \_\_\_\_\_ Excused [ ] Unexcused [ ]

Instructor Comments:

Cadet Leadership Approval		
Leaders Name (Please Print)	Position	Initials
1.	First Sergeant	
2.	Company Commander	
FOR USE OF THE ROTC DEPARTMENT ONLY (ONLY IF GOING TO DRILL)		
APPROVED _____ Initials	DISAPPROVED _____ Initials	
Company TAC Officer:		
APPROVED _____ Initials	DISAPPROVED _____ Initials	

**Comments:** \_\_\_\_\_

**Please write the time and date. Example (1335hrs 11/17/14)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Time Out/Date:** \_\_\_\_\_

**Time In/Date:** \_\_\_\_\_