

BRIDGEPORT EXEMPTED VILLAGE SCHOOL DISTRICT

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Bridgeport High School ~ Bridgeport Middle School ~ Bridgeport Elementary

55707 Industrial Road, Bridgeport, Ohio 43912

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PRE-ARRANGED ABSENCE FORM

The educational program offered at the Bridgeport School District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. It is understood that there are times when a student may need to be absent and these absences need to be documented. Please use this form to document this absence. Please be advised that vacation time is considered an unexcused absence and will count against your child's daily attendance. If student will be taking a vacation this form **must be turned in two weeks prior to the vacation** and approved by the principal. For a college visit it **must be turned in at least three days prior to the visit**

_____ College visit (turned in at least three days prior) This is my _____ college visit

College Name: _____

Seniors are allowed three college visit days and juniors are allowed one. Student must make an appointment with the admissions office. The bottom of this page should be signed by a representative of the college that you have visited. If this form is not signed and returned to the office upon return to school the next day, it will be considered an unexcused absence.

_____ Vacation (turned in at least two weeks prior)

_____ Other: please list: _____

_____ has my permission to be absent on: _____
Student's name date(s)

_____ Parent/guardian signature

_____ Today's date

Grades K – 4 – Homeroom Teacher: _____

Grades 5 – 12: Each teacher and the building principal must sign this form before the request will be considered. It will be the student's responsibility to have all work made up upon their return to classes.

1st period: _____ 5th period: _____

2nd period: _____ 7th period: _____

3rd period: _____ 8th period: _____

4th period: _____ 9th period: _____

_____ Counselor's Signature (for college visit)

_____ Principal's Signature

_____ Building Secretary (for attendance records)

If you are visiting a college you must obtain a signature from a college representative below and return it to the office **when you return to school.**

_____ Signature of College Representative

_____ Position held at college

_____ Date

Revised 08/2014