



## BOWLING GREEN CITY SCHOOL DISTRICT

### Application for a Student Personal Convenience Absence

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence may be considered "UNEXCUSED" and the parents/guardians are asked to complete this form to relieve the school of responsibility. By completing this form and fulfilling the requirements, the student may be permitted to make up tests and/or assignments and may not be considered truant. **The Maximum number of days for a personal convenience absence is 5 days (30 hours). In addition, the student must have an acceptable attendance record. Absences beyond 6 days (38 hours) in one month, or 10 days (65 hours) in one year, with or without an excuse is considered excessive, and may be marked unexcused.**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

DATE LEAVING \_\_\_\_\_

DATE RETURNING \_\_\_\_\_

State clearly the nature of this absence and the reason(s) the leave must be taken during the school year:

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### STATEMENT OF STUDENT AND PARENT

We understand that absence from school for the reason(s) listed above is not provided for under school attendance laws of the State of Ohio. By completing this form and fulfilling the requirements that student will be permitted to make up tests and assignments missed and will not be considered truant. Upon the student's return to school, they will have one day per day missed to complete their assignments, not to exceed five days.

The school can assume no responsibility for a drop in grades suffered by a student who is absent due to personal convenience.

It is the responsibility of the parent to inform the principal and each teacher of this personal convenience absence **at least one week in advance.**

All of the above regulations concerning personal convenience absences are applicable only to trips in which students accompany their parents.

STUDENT Signature \_\_\_\_\_ Date \_\_\_\_\_

PARENT Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Number of Days Absent \_\_\_\_\_

**It must be understood that the principal's signature does not indicate approval of the statement of absence, only that he/she is aware of such.**

PRINCIPAL Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_

TEACHER Signature \_\_\_\_\_ Date \_\_\_\_\_



*\*For Office Use Only\**  
Attendance Coding: PCA \_\_\_\_\_ Unexcused \_\_\_\_\_  
Revised 7/17/24