

Orrville City Schools Prom Guest Approval Form **Public Schooled Students**

Orrville High School 330-682-4661

Andy Brenner, Principal

PLEASE COMPLETE WITH PEN:

PLEASE CONFIRM WITH MRS. COLEMAN THAT YOUR GUEST HAS BEEN APPROVED BY OHS BEFORE PURCHASING YOUR TICKETS. ALLOW PLENTY OF TIME FOR FORM PROCESSING.

OHS Student Name: _____ Grade: 11 12 (circle)

Guest Student Name: _____ (Guest must be born on or after 5/04/2004)

Guest Grade: _____ DOB: _____ If already graduated, what year: _____

Guest Name of school attend(ed): _____ School Phone #: _____

(NO HIGH SCHOOL STUDENT BELOW 11TH GRADE WILL BE ALLOWED TO ATTEND; SEE ATTACHED LIMITATIONS ON BACK)

THIS SHOULD BE COMPLETED BY THE PARENT/LEGAL GUARDIAN OF THE OHS STUDENT:

By signing below, you acknowledge that you are the parent or legal guardian of the OHS student above and have read the entire contents of this form. You also accept responsibility for your student, as well as the guest they have selected to attend the 2025 OHS Prom. In the event of any behavior issues that need to be addressed per administrators, you will be contacted to pick up your student. You also acknowledge that legal recourse can and will take place in the event of illegal activity. A working number where we can reach you is mandatory on this form. By submitting this form, the student agrees to abide by all of the above.

Parent's Name: (print) _____ Parent's cell #: _____

Parent/Legal Guardian signature: _____ Date: _____

STUDENTS/PARENTS DO NOT COMPLETE ANYTHING BELOW THIS LINE-ADMIN ONLY

THE FOLLOWING INFORMATION SHOULD BE COMPLETED BY THE GUEST'S HIGH SCHOOL, OR LAST HIGH SCHOOL ATTENDED

The above student attending OR having previously attended your school has requested permission to attend the Orrville High School Prom. The OHS Prom will be held on **May 3, 2025**. In order for this student to attend the prom and prom events, please confirm the following conditions:

Yes No The student demonstrates good character, maintains high community standards, and follows school rules

Yes No The student has not committed an offense resulting in OSS or permanent expulsion

Yes No The student is responsible, respectful, and is courteous to all students and faculty

Additional comments (if student has been suspended, please comment:)

Administrative Signature _____ Position: _____
(See back for fax information)

Instructions for OHS Prom Student:

- **ALL PROM GUESTS WILL BE REQUIRED TO SHOW PICTURE I.D. AT THE DOOR. If the guest does not have I.D., they will not be admitted. There will be no refund if this were to occur.**
- Guests must be 20 years of age, or younger. Their date of birth must be 5/03/2004 or later.
- One guest per OHS student is allowed.
- This approval form must be submitted ASAP to allow plenty of time for the form to be signed by the administration at the guest's school. Receipt of the form does not guarantee approval. All guests are subject to OHS approval.
- OHS will not be responsible for receipt of this form; it is **YOUR** responsibility to verify that we have received this by the deadline of April 25, 2025. You may check with Mrs. Coleman **BEFORE SCHOOL** to verify receipt of the approval form.
- **There will be NO REFUNDS in the event that your date is not approved and you did not allow plenty of time to find an acceptable replacement.**
- Students may bring guests who previously graduated from OHS provided they meet the age requirement. However, this does not automatically qualify them as an approved guest. One of the current administrators must complete this form for all prior OHS graduates.

PLEASE FAX THIS FORM TO Attn: Mrs Heather Coleman @ 330-682-4662. This form must be received by **Friday, April 25, 2025** in order for the student to attend as a guest. **Phone 330-682-4661 with questions.**