



Saida Rodriguez-Tabone, IA Principal

Tabitha Cruz, Assistant Principal  
 Stacey Picciano, Assistant Principal

Tori Raysor, Assistant Principal  
 Brett Roer, Assistant Principal

**OUT-OF-BUILDING PASS REQUEST FORM (OB FORM)**

**EXPECTATIONS:**

- Students are expected to attend every scheduled class every day.
- This pass is to be used for legitimate unavoidable excuse from school during regular school hours.
- Students are expected to bring in appropriate documentation for doctor visits, appointments, court appearances etc.
- Students who leave school early without an OB Pass will be responsible for subject class cuts.

**DIRECTIONS TO PARENTS:**

- Please complete the information below.
- Please make sure that you give us a number at which you can be reached in the morning. All Out of Building Passes must be verified by staff.
- If a parent/guardian is not reachable by phone, an OB Pass will NOT be issued and the student will be considered "Cutting" for any missed classes.
- Have your child return this form as soon as possible before the date of the Pass, but no later than 8:00 AM of the day that the pass is needed.

**DIRECTIONS TO STUDENTS:**

- All OB passes must be signed by a parent.
- Please hand in this form to Ms. Petroglia in the Main Office as soon as possible, but no later than your first period of the day that the OB pass is needed.

NAME \_\_\_\_\_ OFFL. CL. \_\_\_\_\_

OSIS \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

DATE OF PASS \_\_\_\_\_

PERIOD(S) STUDENT WILL MISS \_\_\_\_\_

**REASON FOR OUT OF BUILDING PASS REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_ PARENT'S PHONE # \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_