

Prom Early Departure Form

Event: West Holmes Prom

Date: April 26, 2025

Location: Berlin Encore Hotel - 4365 OH-39 Berlin, OH 44610

Time of Event: 7:00pm to 10:00 pm

Student Information:

- **Name of Student:** _____
 - **Grade:** _____
 - **Student ID Number:** _____
-

Early Departure Request:

I, the undersigned, acknowledge that my child, _____, wishes to leave the West Holmes Prom before the official end time. I understand they request permission to depart early at approximately _____ (Time of Departure) from the event.

Reason for Early Departure (optional):

Parent/Guardian Consent:

By signing this form, I permit my child to leave the prom early and acknowledge that I am responsible for their transportation and safety once they leave the event.

- **Parent/Guardian Name:** _____
 - **Relationship to Student:** _____
 - **Phone Number:** _____
 - **Signature of Parent/Guardian:** _____
 - **Date:** _____
-

Student Acknowledgment:

I understand that if I leave the prom early, I will not be allowed to return to the event. I will be responsible for following all school rules and ensuring my safe departure from the venue.

- **Signature of Student:** _____
- **Date:** _____

Office Use Only:

- Approved by: _____
- Date Approved: _____
- Time of Early Departure: _____
- Does this student have a guest? Y / N
 - If yes, name: _____
 - ***They must have a permission slip as well. These were included with out-of-school guest forms.***

Please return this form to the office by April 17, 2025, with your RSVP money!

Thank you for your cooperation, and we look forward to celebrating this special occasion!

This form ensures that students and their families are aware of the expectations regarding early departures, and the event organizers have a record of all such requests.