

**Batesville High School**  
**Pre-Arranged Absence: Post High School Exploration Form**

Juniors and seniors may only complete pre-arranged post high school visits. Juniors are only permitted (2) days relating to post high school exploration per school year. These trips must receive prior BHS administrative approval no later than 8:00 a.m. of the day of the first absence and apply to all class sessions. Failure to complete the entire approval process for a pre-arranged absence will result in the absence being considered unexcused according to BHS attendance guidelines. Each student is responsible for communicating with individual teachers to determine an appropriate timeline to complete missed formative and summative assessments. For further information please review the 2023-2024 student and parent policy handbook, which can be found on the BHS website [www.batesvilleinschools.com/bhs](http://www.batesvilleinschools.com/bhs). Go to the students and parents tab and then down to policies and handbooks.

**NOTE:** A post high school exploration visit will count toward the 46 Period Attendance Policy and be considered parent excused without a returned verification form to Student Services within 24 hours of students return to school. Verification may be emailed to [lgiesting@batesville.k12.in.us](mailto:lgiesting@batesville.k12.in.us), faxed to 812-934-5964, or presented by the student.

Section A:

I request the absence of \_\_\_\_\_ on date(s) \_\_\_\_\_

To be excused from school for the following reason(s):

Total school days to be missed \_\_\_\_\_

For partial days please indicate dismissal time \_\_\_\_\_

Section B:

**Signatures must be signed in the following order:**

1.) Parent/Guardian's Signature \_\_\_\_\_

*By checking this box I verify the electronic signature above is from the parent/guardian of the student listed in Section A.*

*\*This completed form may be returned electronically to Mrs. Giesting, Student Services secretary at [lgiesting@batesville.k12.in.us](mailto:lgiesting@batesville.k12.in.us)*

2.) Student Services Approval \_\_\_\_\_

*\*This completed form will be sent electronically to teachers upon completion. An electronic copy will be kept on file in Student Services.*

**Absences relating to post high school exploration visits will be UNEXCUSED without administrative approval and/or without prior notice!**