

**REQUEST FOR EXCUSED ABSENCES FROM SCHOOL FOR A PRE-PLANNED EDUCATION TOUR OR TRIP
(One copy for each student)**

Student's Full Name _____	Person directing/supervising student: Name _____
Grade _____	Address _____
Dates of Absence _____	City/State/Zip Code _____
Total Number of Absent Days _____	Telephone Number _____

The district policy on pre-approved absences is:

1. Parent of guardian will inform the principal IN ADVANCE, on this approved district form, of the reason for the absence. A week's notice is requested.
2. Pre-approved absences will NOT be approved for standardized test days.
3. Total pre-approved absences during the school year will not exceed five (5) school days.
4. All pre-approved absences will be recorded as an excused absence.

Describe your Pre-Planned Education Tour or Trip:

Please give this form to the Vice Principal for Approval before getting your Teachers' signatures.

Vice Principal's decision:

Approved _____

Not Approved _____

Homeroom Teacher's Signature _____

Per.	Subject	Teacher's Signature	Date	Comment
1				
2				
3				
4				
5				
6				
7				
8				

STUDENTS ARE REQUIRED TO COMPLETE ALL ASSIGNMENTS AND TEST DEEMED NECESSARY BY THE TEACHER(S) AS A CONDITION FOR THE PRE-APPROVED ABSENCE. ALL HOMEWORK ASSIGNMENTS ARE DUE ON YOUR RETURN TO SCHOOL(EXCEPT WHERE NOTED ABOVE). TESTS ARE TO BE TAKEN AT THE TIME AND DATE SCHEDULED BY THE TEACHER(S).

Were there prior requests this year? _____

Date(s) of prior pre-planned absences _____

Parent/Guardian signature _____

Phone number _____

Date: _____

NOTE:

1. This form is to be used in place of the written excuse
2. This form is not complete until all signatures are attained(Parent/guardian, vice principal, and all teachers) and the form is turned into the attendance office once all signatures are attained.