

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

Date of Application \_\_\_\_\_

Student's Full Name \_\_\_\_\_

Grade \_\_\_\_\_

Date(s) of Proposed Absence \_\_\_\_\_ through \_\_\_\_\_

No. Days Absent \_\_\_\_\_

Person directing/supervising student during above absence:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

The district procedure on pre-approved absence is:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal **two weeks prior** to the tour/trip dates.
2. Arrangements with teachers are to be **completed with each teacher before the trip and documented on the back of this form.**
3. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
4. **All pre-approved absences will be recorded as excused absences.**
5. If trip is not approved due to attendance, and the student still takes the trip, the days in excess of 15 absences for the year will be marked unexcused or illegal accordingly.

Describe experience that will be a substitute for schooling:

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\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

Date received in Attendance Office \_\_\_\_\_ Number of Absences \_\_\_\_\_

Principal's initials: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Copy of request sent to Superintendent