

# Request for Excused Absences from School for a Pre-Planned Educational Tour or Trip

## Canon-McMillan School District Intermediate School

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

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

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

Person directing/supervising student during above absence:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

The district procedure of pre-approved absences is as follows:

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. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
3. All pre-approved absences will be recorded as excused absences. This approval does not supersede the District Attendance Policy.
4. 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:

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

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

\_\_\_\_\_  
Phone

-----FOR OFFICE USE ONLY -----

-----  
Date received in the school office: \_\_\_\_\_ No. of Absences \_\_\_\_\_

Principal's Initials: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

(If not approved, a copy will be returned to parent/guardian.)

Date: \_\_\_\_\_

Copy of request sent to Assistant Superintendent \_\_\_\_\_