

COUNCIL ROCK SCHOOL DISTRICT
Request for Approved Absence for Educational Tours or Trips

Guidelines –

1. Parents are required to notify the school at least ten days prior to the absences covered by this regulation so that the student may obtain work to keep current with class progress.
2. Parents and students should be informed that make-up work for the time missed is the responsibility of the student.
3. The total number of approved days of absence for this purpose shall not exceed **five days in a given school year**. Days exceeding these guidelines may be considered unlawful and/or unexcused.
4. The principal may exercise approval for all such absences.

This form should be used to request an approved absence for an educational tour or trip. If more than one child will be absent from school, please indicate the other children. This form must be submitted in each individual school in which the absence is requested.

Name _____ Grade _____ School _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Dates of absence ____/____/____ to ____/____/____ Total number of school days _____

Parent Signature _____ Date of Request ____/____/____

FOR OFFICE USE ONLY

Including this request, total number of school days missed due to educational tours or trips _____

Principal Approval:

() Approved

() Not Approved

Comments:

Principal _____

Date _____

