

**PACE SCHOOL
EDUCATIONAL TRIP/PLANNED ABSENCE FORM**

A key factor to successful school performance is class attendance. Pace School does not recommend lengthy student absences whether excused or unexcused. Parents/guardians who are planning educational trips or planned absences are advised of the follow Pace School Procedures.

1. Parents/guardians must request approval at least **two weeks** prior to the trip. The two-week notice is necessary to provide adequate teacher time to provide assignments if the proposed trip is approved.
2. Students may be given appropriate assignments as determined by the teacher and approved by the Chief Executive Officer.
3. Any exceptions due to extenuating circumstances must be approved by the Chief Executive Officer.

THIS SECTION TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S) AND SUBMITTED TO PROGRAM DIRECTOR AT LEAST TEN SCHOOL DAYS PRIOR TO THE TRIP.

Student Name _____ Classroom Teacher _____
 Date of Trip From: _____ to _____ Number of missed school days: _____
 Description of Educational Trip/Planned Absence: _____

 Parent(s)/Guardian(s) Signature _____ Date submitted: _____

THIS SECTION TO BE COMPLETED BY THE SCHOOL OPERATIONS COORDINATOR

___ *Excused* ___ *Unexcused*

Signature of Chief Executive Officer: _____ **Date:** _____

THIS SECTION TO BE COMPLETED BY THE CLASSROOM TEACHER:

Assignment:
Assignment:
Assignment:
Assignment:
Assignment:
Assignment:
Assignment:
Assignment:
Teachers Comments: