



CONEWAGO VALLEY SCHOOL DISTRICT
PRE-ARRANGED ABSENCE FOR EDUCATIONAL TOURS AND TRIPS



SECTION A
(to be completed by Parent or Guardian)

When an educational trip is planned which will require a student to be absent from school a Pre-arranged Absence for Educational Tours and Trips Not School-Sponsored Form should be completed and returned to the office at least two (2) school days prior to the trip.

Parents should complete Section A only.

Student's Name: _____ Grade: _____ Block 1: _____
Today's Date: _____ Dates of Absence(s): _____
Parent's Address: _____ Telephone #: _____
Name of Adult Person Supervising Student: _____
Reason for Absence: _____ Destination: _____
Sibling(s) Attending: _____ Building: _____
_____ Building: _____
_____ Building: _____

NOTE: If you wish to have a copy of this form returned to you, please check the box below. Please ensure your child acquires assignments from all of his/her subject teachers to plan ahead for the work that will be missed during the time of the trip.

[] I would like to have a copy of this form returned to me for my records.

I certify that the above information is correct: _____
Signature of Parent/Guardian

SECTION B
(Completed by School Administrator or Advisor)

_____ Excused Attendance %: _____ Passing Grades: Yes or No
_____ Unexcused Reason for classifying as unexcused: _____

Signature of Administrator: _____ Date: _____

SECTION C

Must be signed by the student's teacher(s) only after Sections A & B have been completed to insure the procurement and completion of assignments. Please return to the office after obtaining all teacher signatures.

Table with 2 columns: Subject/Assignment, Teacher. Multiple empty rows for teacher signatures.