

REQUEST FOR LEGAL ABSENCE
Section 11.26

Directions: This form is to be completed by parents who wish to have their students excused from school to participate in an educational tour or trip which is not school sponsored. Unless it is completed before the tour or trip, your student's absence may be classified as illegal. Two copies are to be completed. After action has been taken by the Superintendent, one copy will be returned to the parent and one to the principal.

1.

Student's Name	Grade	Building*

*Please use a separate form for each building.

2. Period of Absence From _____ to _____

3. Description of tour or trip _____

4. Adult Supervisor of Other than Parent _____

5. Parent's Signature _____ Date: _____

Please print signature: _____

Address _____ Telephone _____

(Teacher use only) Initials indicate you have read the form, not that you necessarily agree with the request.

6. Teacher's Initials _____	Teacher's Initials _____
Teacher's Initials _____	Teacher's Initials _____
Teacher's Initials _____	Teacher's Initials _____
Teacher's Initials _____	Teacher's Initials _____
Teacher's Initials _____	Teacher's Initials _____

(Administrative Use Only)

7. Principal's Response Approved _____ Disapproved _____

8. Principal's Comments

GUIDELINES FOR APPROVAL OF TRIPS

1. Students must have parental approval.
2. Time Restrictions – Maximum of two (2) weeks
3. The trip must have an educational value
 - A. Attend classes, seminars, programs, etc.
 - B. Historic sites
 - C. Museums
 - D. Foreign travel
 - E. College, University visits*
 - F. Business, industrial, technological visits
 - G. Religious education activities
 - H. Cultural activities
 - I. Out of state hunting trips
4. Advanced approval is required
5. Students are responsible for all assignments and school work while absent.
6. Students should not expect to complete all work upon return to school.

*Junior and Senior students attending a college visitation must submit an excuse provided by the college/university upon return to school.