

Together we learn. | Together we achieve. | Together we prepare students for tomorrow.

Request for Excused Absence Due to a Family Trip

Name _____ Grade _____

Date Written Request Received _____

Dates of Requested Absence _____

Number of Absences *This Grading Period* to Date _____

The parents of the above student have requested an excused absence for a family trip.

Students are reminded that it is their responsibility to secure advance assignments, complete work before leaving if requested, and arrange for make-up work missed during the absence immediately upon returning to school.

Please have this form signed by all teachers and returned to the Attendance Office before leaving school (preferably three days in advance).

TEACHERS SIGNATURE	TEACHER COMMENT
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Approval of Attendance Office _____ Date _____

Student Signature _____ Date _____