

W. Reily Brown Family Absence/Trip Request Form

Please submit a separate form for each student. Students will be excused for up to the total amount of family written note leave time remaining for the semester (seven days) at the principal's discretion.

Student Information:

Name: _____ Grade: _____

Teacher: _____

Absence Information:

Total # of Days Missing School: _____

First Date Absent: _____ Last Date Absent: _____

Reason for Absence/ Destination: _____

Educational Value:

Parent/Caregiver Signature: _____ Date: _____

School Use Only:

Teacher Comment (current grades, work make-up plan): _____

Teacher Signature: _____ Date: _____

Current Excused Absences: _____ Current Unexcused Absences: _____

Principal Signature: _____ Date: _____

Number of Days Excused: _____ Number of Unexcused: _____

A completed copy of this form will be filed in the office, provided to the teacher, and sent home with the student.