



Non-School Educational Trip, Tour, or Activity Request

Please complete and return this form for each child prior to taking any trip, tour, or activity that requires your child(ren) to be absent on regularly scheduled school days.

Students are given up to 5 days of excused absences for non-school sponsored educational trips/activities and up to 3 days for college visits. Students are only permitted up to 10 excused absences per school year without doctor notes. If a student has accrued 3 or more unexcused absences prior to making this request, the request may be denied.

Please submit each form to your child's school building at least 2 school days in advance of the first day of the requested activity. Forms received less than 2 school days in advance may not receive approval before planned absence. Forms may be sent via email to each attendance office or in person to the attendance secretary.

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Student Name: _____ Grade: _____

School: _____ Homeroom Teacher: _____

Proposed Absence Beginning Date: _____ End Date: _____

Parent Primary Phone: _____ Parent E-mail: _____

Parent Signature: _____ Date: _____

For School Attendance Office Only

Received on: _____ Number of Educational Travel Days this Year _____

Number of Absences ____ Number of Unexcused Absences ____

Approved or Denied

Total Absences with Approved Trip

Excused ____ Unexcused ____

Reason if denied: _____

School Official Signature: _____

Teacher Signature	Teacher's Name	Block	Course
		1	
		2	
		3	
		4	
		5	

Instructions for Completing Form:

- 1. Parent/guardian and student should complete form on reverse side.
- 2. Student should complete the above table. Remember to have all your teachers initial in appropriate space.
- 3. Return form to Attendance Office prior to travel date(s).
- 4. Student will be notified of administrator's decision as to whether the absence is excused or unexcused.