



### 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: \_\_\_\_\_