Non-School Educational Trip/Tour/Activity Absence Request Grades 6-12

Please complete and return this form to the Attendance Secretary in your child's building. This must be completed for each child **prior** to taking any non-school educational trip/tour/activity that will result in your child to be absent on regularly scheduled school days.

Per Board Policy 204, students are given up to 10 days of excused absences. The following are reasons that are often pre-planned by families and should be communicated to the school prior to the absence.

- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
    - The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
    - The student shall furnish the signed excuse to the district prior to being excused from school.
- Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
- Nonschool-sponsored educational tours or trips, if the following conditions are met:[3][29]
    - The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
    - The student's participation has been approved by the Superintendent or designee.
    - The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
- College or postsecondary institution visit, with prior approval.

Parent/Guardian to COMPLETE

Student Name: _____ Grade: _____ Teacher: _____

Proposed Absence Dates (list all dates):

Reason for Absence:_____

Parent Signature:_____ Date:_____

Parent Email:_____

School Attendance Office Only:

Received On:_____

Lawful Absences:_____

Unlawful Absences:_____

Informed Decision:_____

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 the appropriate space.
3. Return form to Attendance Office prior to travel date(s).
4. Student will be notified of the administrator's decision as to whether the absence is excused or unexcused.