

**Scales Elementary School  
OUT-OF-TOWN TRIPS/EVENTS  
APPLICATION & APPROVAL REQUEST**

**PARENTS PLEASE FILL OUT THIS SECTION.**

Student \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Travel Destination \_\_\_\_\_

Date(s) student will be absent from school: \_\_\_\_\_

I hereby signify that the above student will be with me during this period of absence from school and will follow listed conditions for approval. I understand that my child will miss valuable class time during this absence and that there is no adequate way to make all missed academic work including class discussion, group work, and experiments. I am aware that requests for a maximum of up to five days may be excused up to the 10<sup>th</sup> absence during the school year. Additional school days missed beyond the maximum five will be unexcused.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOMEROOM TEACHER TO COMPLETE THIS SECTION, CONDITIONS FOR APPROVAL.**

The student can academically withstand the absence: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Assigned material is to be complete and turned in upon the student's return to school.

\_\_\_\_\_ Missed academic material will be given to the student upon return to school. A maximum of four (4) days will be given for the material to be completed and submitted to the teacher for credit.

Additional comments:

\_\_\_\_\_ Approved \_\_\_\_\_

Teacher Signature

Not Approved \_\_\_\_\_

Date

**ATTENDANCE SECRETARY TO COMPLETE THIS SECTION.**

Days Absent \_\_\_\_\_

Tardies \_\_\_\_\_

Dismissals \_\_\_\_\_

Partial Day \_\_\_\_\_

Previous Trip/Event

Day(s) Total \_\_\_\_\_

Current Request

Trip/Event Day(s)

to be taken \_\_\_\_\_

**PRINCIPAL TO COMPLETE THIS SECTION.**

\_\_\_\_\_ Approved \_\_\_\_\_

Principal Signature

Not Approved \_\_\_\_\_

Date