Application & Approval for Student Out-of-Town Trips/Events

1) Parents Complete:

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 the 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 up 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 during the school year. Additional school days missed beyond the maximum five will be unexcused.

Parent’s Signature: __________________________________________________ Date: __________

2) Homeroom Teacher complete:

Conditions for Teacher Approval:

The student can academically withstand the absence. Yes ________ No ________

The assigned material will be given to the student upon return to school. A maximum of four days will be given for the material to be completed and submitted to the teacher for credit.

Additional Comments: ______________________________________________________

Teacher-Approved Teacher – Not Approved Date

3) Teacher or Office Manager Complete:

# Days absent _______ # times tardy _______ # early dismissals _______ 

Have any other trips been taken? ________ Number of days: ________

4) Principal Complete:

Principal-Approved Principal – Not Approved Date

______ Days will be excused _______ Days will be unexcused