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

1. Parents Complete:

Student Name______________________________ 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 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 attached assigned material is to be completed 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 days will be given for the material to be completed and submitted to the teacher for credit.

Additional Comments:

Teacher approved____________ Teacher denied____________ Date__________
Teacher’s signature

3. Teacher or Secretary complete:

Days absent___________ times tardy ____________ early dismissal____________
Have any other trips been taken: yes_____ no _______ Number of days__________

4. Principal completes:

Principal approved ____________ Principal not approved___________ Date__________
Principal’s signature

_________ Days will be excused __________ Days will be unexcused