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

1) Parents complete: This form must be turned in **2 weeks prior** to a trip or event.

Student ___________________________ Teacher ___________________________

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 up all 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. Any absence after ten will require a doctor’s note.

Parent’s Signature: __________________________________ Date: __________________

2) Homeroom teacher complete:

**STAR:** Is the student being Progress Monitored? __________ In what area(s)? ______________________

If student is being progress monitored, indicate the number of sessions per week they receive intervention:
Math ________________
Reading ________________

Indicate number of sessions missed to date: ________________

**School Net:** Please indicate student’s current level of performance with a check mark. If applicable, indicate current grade.

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List any upcoming tests: ________________________________

3) Secretary completes:

# Days Absent ______________ # Times Tardy ______________ # of early dismissals ______________

Have any other trips been taken? __________ If yes, # of days ______________

4) Principal complete:

_________________________________________  __________________________________________  __________

Principal- Approved  Principal-Not Approved  Date

__________ Days will be excused  __________ Days will be unexcused

This will make ____ absences on your child’s record. Any absence after 10 requires medical documentation from a physician.