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 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 _______

_____ 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
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 Secretary complete:

# Days absent ___________ # of times tardy ___________ # of 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