

In striving to partner with parents and in support of families, we may excuse a planned family trip that cannot be scheduled otherwise. **We ask that you and your student complete this form and return it to the front desk three (3) days prior to the trip departure.** All work/quizzes/tests should be completed before the trip, or the grade will be 70% of the grade earned on any late work unless other arrangements are agreed to by the teacher.

The grade level principal will have the final decision on whether the absence will be excused.

Student's Name: _____ **Grade:** _____

Trip Information: _____

Dates Missing School: _____

Please complete the following steps and return the completed form to the front desk at least three (3) days prior to trip departure.

Step 1: Present this form to your principal for signature of approval.

Principal Signature: _____ **Date:** _____

Step 2: Bring this form to each teacher for signature & assignments.

Period 1 _____
Period 2 _____
Period 3 _____
Period 4 _____
Period 5 _____
Period 6 _____
Period 7 _____

Step 3: *Needed after the above signatures have been obtained.*

Parent Signature: _____

Parent Printed Name: _____ **Date:** _____

Parent Phone Number: _____

Step 4: Return form to the front desk at least three (3) days prior to trip departure.

Front Desk Approval: _____ **Date:** _____