

REQUEST FOR EXCUSED ABSENCE DUE TO A FAMILY TRIP

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

DATE WRITTEN REQUEST RECEIVED \_\_\_\_\_

DATES OF REQUESTED ABSENCE \_\_\_\_\_

NUMBER OF ABSENCES THIS GRADING PERIOD TO DATE \_\_\_\_\_

The parents of the above student have requested an excused absence for a family trip.

Students are reminded that it is their responsibility to secure advance assignments, complete work before leaving if requested, and arrange for make-up work missed during the absence immediately upon returning to school.

Please have this form signed by all teachers and return to the Attendance Office prior to leaving school (preferably 3 days in advance).

TEACHER SIGNATURE

TEACHER COMMENT

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |

APPROVAL OF THE ATTENDANCE OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_