



Date of Application \_\_\_\_\_

**REQUEST FOR EXCUSED ABSENCES FROM SCHOOL  
FOR A PRE-PLANNED EDUCATION TOUR OR TRIP**

Student's Full Name \_\_\_\_\_ Grade & Teacher \_\_\_\_\_

Date(s) of Proposed Absence \_\_\_\_\_ through \_\_\_\_\_ No. Days Absent \_\_\_\_\_

Person directing/supervising student during above absence:

Name \_\_\_\_\_ Address \_\_\_\_\_

The School policy on pre-approved absences is:

1. Parent or guardian will inform the office **IN ADVANCE** on an approved form of the reason for the absence. A week's notice is requested.
2. Classroom teachers will sign this form prior to parental signature.
3. Pre-approved absence requests will not be granted during the administration of standardized tests.
4. Requests will not exceed three (3) incidents per school year.
5. Total pre-approved absences during the school year will not exceed five (5) school days.
6. All pre-approved absences will be recorded as an excused absence.
7. This form is to be used in place of the written excuse.

Describe an experience that will be a substitute for schooling: \_\_\_\_\_

\_\_\_\_\_

Students are REQUIRED to complete all assignments and tests deemed necessary by the teacher(s) as a condition for the pre-excused absence.

Were there prior requests this school year? \_\_\_\_\_ Dates: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Date received in school office \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Name \_\_\_\_\_ Grade & Section \_\_\_\_\_ Dates absent \_\_\_\_\_

Reason given \_\_\_\_\_