

APPLICATION FOR PLANNED TIME OFF REQUEST

Student Name _____ Date of Request _____

Requested Dates of Absence:
Start Date: _____ Return Date: _____ No. of School Days taken: _____

Purpose of Trip: _____

Parent Signature: _____

Approved by: _____
Dean of Students Date

See Information About Trip Privilege on Reverse Side.

PLEASE SUBMIT THIS REQUEST AT LEAST ONE WEEK PRIOR TO THE ACTUAL TRIP.

THANK YOU.

Family Trips

The following procedure MUST be followed to ensure the absences being recorded as "Excused":

- * Obtain a Trip Application form in the Attendance office.
- * Parent/Guardian must indicate specific reason(s) for trip on the Application.
- * Application must be submitted five (5) school days prior to the expected departure date.
- * Upon approval, students are issued a Trip Form to present to teachers and obtain signatures and assignments.

Failure to follow the above-mentioned procedures may result in the days absent because of the trip being recorded as "Unexcused". School work, assignments, and/or tests missed because of an unexcused trip may NOT be made up.

It is the responsibility of the student to make up all classwork, assignments, and tests missed due to a trip. Failure to make up work will result in loss of credit.

Teachers Signatures Required below:

Per. 1 _____
Per. 2 _____
Per. 3 _____
Per. 4 _____
Per. 5 _____
Per. 6 _____
Per. 7 _____

For Office Use Only: Approved _____ Denied _____