



Pre-arranged/School Event Field Trip Absence Form



(STUDENT WILL BE ABSENT 2 OR MORE DAYS)

STUDENT: _____ GRADE: _____ DATE: ___/___/___

DATE (S) TO BE ABSENT FROM SCHOOL: _____

REASON FOR ABSENCE:

<input type="radio"/> FAMILY VACATION TRIP	<input type="radio"/> HUNTING/FISHING TRIP WITH PARENT
<input type="radio"/> MEDICAL (2 OR MORE DAYS)	<input type="radio"/> COLLEGE VISIT (COUNSELOR APPROVAL)
<input type="radio"/> OUT OF TOWN – FUNERAL ETC	<input type="radio"/> OTHER-BE SPECIFIC:

ATTENTION PARENTS AND STUDENTS: IT IS EXPRESSLY UNDERSTOOD THAT IT IS THE **STUDENT'S** RESPONSIBILITY TO MAKE UP ALL MISSED ASSIGNMENTS DUE TO THE ABSENCE. THIS FORM IS **DUE 1 WEEK** PRIOR TO THE DAY THE STUDENT WILL BE ABSENT UNLESS APPROVED BY THE PRINCIPAL IN ADVANCE. FAILURE TO TURN IN THE FORM MAY RESULT IN AN UNEXCUSED ABSENCE FROM SCHOOL. PLEASE CONTACT THE SCHOOL OFFICE IF YOU HAVE ANY QUESTIONS OR NEED TO MAKE OTHER ARRANGEMENTS REGARDING THE STUDENT'S ABSENCE. THE STUDENT IS RESPONSIBLE FOR HAVING THEIR TEACHERS COMPLETE THIS FORM.

Column I-Student will be allowed to make up his/her work provided that is accomplished within the time allotted by the teacher.

Column II-The type of work being done during the absence cannot be made up.

Column III-I strongly recommend that your child not be absent as his/her academic progress cannot afford the lost time.

PERIOD	SUBJECT	I	II	III	TEACHERS SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					

PARENT SIGNATURE: _____ DATE: ___/___/___

PRINCIPAL SIGNATURE: _____ DATE: ___/___/___

(COLLEGE VISIT ONLY)-COUNSELOR SIGNATURE: _____ DATE: ___/___/___