

Council Rock SD Middle School - Advance Notice of School Absence for Family Trip

Student Name: _____ **Grade:** _____

Homeroom Teacher: _____ **Date of Request:** _____

First day absent _____ Last day of absence _____ Total # of days absent for this event. _____

Total Family Trip days taken to date for this school year, including this event _____.

Section 1 – To Be Completed by Student

Please read this form and take it to all of your teachers for completion. Make sure you understand the work you must do before you leave, during your absence, and/or upon your return. Remember, you must take responsibility for completing work within the allotted time. This may require work at home or after school.

I understand what school work is required of me before, during and after my trip.

_____ **Student Signature** _____ **Date**

Section 2 – To Be Completed By Teachers

Please initial the appropriate line indicating that the student has discussed the proposed absence and procedures for completing missed school work. The student is responsible upon their return for obtaining missed work and completing it within the CRSD guidelines of one make up day for each day absent, or the time span you have set.

Subject	Teacher's Initials	Circle Current Grade					Notes
English	_____	A	B	C	D	F	
Math	_____	A	B	C	D	F	
Reading	_____	A	B	C	D	F	
Science	_____	A	B	C	D	F	
Social Studies	_____	A	B	C	D	F	
World Language	_____	A	B	C	D	F	
Health/PE	_____	A	B	C	D	F	
Arts	_____	A	B	C	D	F	

Section 3 – To Be Completed by Parent/Guardian

Please note CRSD policy regarding Family Trip states: It is the parent/guardian's responsibility to submit the request 7-10 days in advance of the trip allowing time to be processed by the principal or his/her designee. **The total number of approved days of Family Trip absence shall not exceed FIVE (5) days per school year. Family Trip days exceeding these guidelines shall be considered unlawful and/or unexcused.** Please consider your child's over-all academic record, the child's grades at this point in the marking period, the student's ability to be responsible for completing work missed, and that certain classroom experiences cannot be duplicated or completed after school hours or in the home.

After reviewing this information and discussing the requirements with your child, please indicate your acknowledgement with these guidelines by signing below and returning to our Attendance Office prior to departure. This will serve as an excuse note for the absence. Have a safe and enjoyable trip.

Signature: _____ **Date:** _____

Administrative Approval: _____ **Date:** _____