

**Council Rock High School South – Advance Notice of School Absence for Family Trip**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom: \_\_\_\_\_ 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 in its entirety and take it to all your teachers to be signed make sure you understand what work you must do before you leave, during your absence, and upon your return. Students are responsible for all missed class work, assignments, test, etc. It is the student’s obligation to meet these requirements. It is our hope that the decision to miss school has been weighed against the loss of instructional time and the ability to complete assignments. The staff will assist students after school, but it is unreasonable to assume that after school sessions can be the equivalent of those classes missed. **ALTHOUGH THEY MAY BE EXCUSED, DAYS MISSED DUE TO FAMILY TRIPS WILL COUNT TOWARD CREDIT DENIAL.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 2 – To Staff:**

Please initial the appropriate block indicating that the student has discussed his/her proposed absence and procedures for completing schoolwork missed during the absence. The student is responsible upon his/her return for obtaining missed work and completing it within the time span you set.

Period	Class	Teacher Initials	Circle Current Grade	Comments
1	_____	_____	A B C D F	
2	_____	_____	A B C D F	
3	_____	_____	A B C D F	
456	_____	_____	A B C D F	
678	_____	_____	A B C D F	
9	_____	_____	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: \_\_\_\_\_

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