

COUNCIL ROCK SCHOOL DISTRICT
REQUEST FOR APPROVED ABSENCE FOR EDUCATIONAL
TOUR OR TRIPS

Guidelines:

1. Parents are required to notify the school at least ten days prior to the absences covered by this regulation so that the student may obtain work to keep current with class progress.
2. Parents and students should be informed that make up work for the time missed is the responsibility of the student.
3. The total number of approved days of absence for this purpose shall not exceed **five days in a given school year**. Days exceeding these guidelines may be considered unlawful and/or unexcused.
4. The principal may exercise approval for all such absences.

This form should be used to request an approved absence for an educational tour or trip. If more than one child will be absent from school, please indicate the other children. This form must be submitted in each individual school in which the absence is requested.

Name _____ Grade ____ School _____

Name _____ Grade ____

Name _____ Grade ____

Name _____ Grade ____

Dates of Absence ___/___/___ to ___/___/___ Total number of school days _____

Parent Signature _____ Date of request ___/___/___

FOR OFFICE USE ONLY

Principal Approval:

of days ___ approved # of days ___ not approved

Principal _____ Date _____