

Student absence from school when on a family trip, vacation, etc., **will be legal (excused)** if:

- parent requests and receives approval **one week prior** to the trip
- acceptable project is submitted **within 10 days** of student's return to school.

Trips will not be approved:

- during the first 10 days or last 10 days of school
- during standardized test dates
- during high school course final exams.

Please note: Trips are limited to 5 days cumulative per year. Details can be found in Board policy 204.

parent to complete

STUDENT NAME _____ GRADE/TEACHER _____

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DATES OF ABSENCE _____

PLACES TO BE VISITED _____

PARENT SIGNATURE _____ DATE _____ (due 1 week prior to absence)

To be completed by building office

Project preapproval ___yes ___no

Project due date _____

Principal signature _____ Date _____

Teachers (*please initial*) Classroom _____ Music _____ Art _____

Phys Ed _____ Library _____

PROJECT APPROVAL

Student Name _____

Date project submitted _____

Principal's recommendation for approval ___yes ___no

Absence _____ excused _____ unexcused

