

EVERGREEN ELEMENTARY SCHOOL REQUEST FOR EXTENDED ABSENCE

Evergreen Elementary will consider parental request to have their children absent to accompany the parent(s) on family trips. Consideration will be given to trips that have some educational value to the student. Students with poor academic records and / or poor attendance records will not be considered.

I, _____, request that my child _____,
(Parent /Guardian) (Child's Name)

grade _____ be permitted to be absent from school from ____ / ____ / ____ until ____ / ____ / ____ (total days: _____) to travel to _____ with me. I consider this trip to be of educational value to my child because: _____

Number of days this student has been absent this year: _____. I also certify this trip cannot be arranged at any other time.

DATE PARENT / GUARDIAN SIGNATURE

PLEASE NOTE: Students will not be excused from school to participate in such trips during exam days. If a parent insists on taking a student out of school during exam time, final grades in the course(s) will be computed by weighing the final exam as zero. EXTENDED ABSENCE DATES MAY NOT BE WAIVED.

PRINCIPAL DATE APPROVED ____ REJECTED ____

SUPERINTENDENT OR ASSISTANT SUPERINTENDENT DATE APPROVED ____ REJECTED ____

TO THE TEACHER: The above named student has been given permission to be absent on the dates indicated. Please provide homework assignments to cover that period. Student make-up work is permitted and the absences recorded as LEGAL. Please initial this form in the space below to indicate your knowledge of these arrangements.

Teacher: _____
Teacher: _____
Teacher: _____
Teacher: _____

COUNSELOR: _____

NOTE: The trip may not exceed ten (10) school days. It is the obligation of the student to make up all school work missed during this absence and at the reasonable convenience of the teacher. Students may be denied the extended absence by the principal if the student has an excessive absence record including early dismissals and tardies.

STUDENT: PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE

This form must be filled out by a parent/guardian and approved or disapproved by administration prior to the student's extended absence.