TRIP REQUEST FOR TRAVEL WITH PARENTS

Regular attendance and promptness are essential to good performance at school or on any job. Absences are often the major contributing factor in lack of achievement at school. The administration and staff feel strongly that good attendance is essential to effective and meaningful learning.

Parents are strongly encouraged to plan vacations at times when school is not in session. However, it is understood that circumstances sometimes occur which make such absences necessary.

Student's Name _____ Grade ____ Teacher _____

Above named student will be absent from school starting _____ and returning to school on _____.

Purpose of leave _____

Leave Request:

1. As parent/guardian, I understand the conditions under which my child's absence will be approved.
2. I desire that the school permit my child to go.
3. I understand this absence will be excused if my child completes all missed assignments within a period not to exceed the number of days missed during this period of time. If the missed work is not completed, the days absent will be designated "unexcused."
4. It is the student's responsibility to make arrangements with the teachers to make up all assignments missed.
5. **I understand that the school is not responsible for the academic progress of my child during this absence from school.**

_____ _____ _____ _____

Parent/Guardian Date Building Administrator Date

RETURN COMPLETED FORM TO THE SCHOOL OFFICE PRIOR TO TRIP

Homework Completed: Date_____ Signed _____
Teacher

cc: Attendance Officer
Teacher

_____
Hendry Park Secretary