

Request for Excused Absences from School for a Pre-Planned Educational Tour or Trip

Canon-McMillan School District

Date of Application _____

Student's Full Name _____ Grade _____

Date(s) of Proposed Absence _____ through _____ No. Days Absent _____

Person directing/supervising student during above absence:

Name _____

Address _____

Phone _____ Email _____

The district procedure of pre-approved absences is as follows:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal two weeks prior to the tour/trip dates.
2. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
3. All pre-approved absences will be recorded as excused absences. This approval does not supersede the District Attendance Policy.

Describe experience that will be a substitute for schooling:

Signature of Parent/Guardian

Phone

Date

Date received in the school office: _____

Principal's Initials: Approved _____ Not Approved _____

(If not approved, a copy will be returned to parent/guardian.)

Date: _____

Copy of request sent to Superintendent _____