

# 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 \_\_\_\_\_

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:

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\_\_\_\_\_  
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 \_\_\_\_\_