

**Educational Trip Request for Excused Absences
Directions for Completing Missed Class Work**

Student's Name: _____ Grade: _____

Date of Letter to Principal: _____ Date of Education Trip: _____
(The letter to the principal must be provided at least 2 weeks prior to the trip.)

List the dates of school to be missed, do not include vacation or weekend days, only days in session.

List the destination.

List the reason the trip could not be taken when school is not in session.

Provide an outline of the educational value of the trip.

Continued

Please complete page 1 and read and sign page 2.

Return page 1 and 2 to the school office not the homeroom teacher.

Please keep page 3 of this form for your information.

A note alerting the homeroom teacher to the educational trip is kindly appreciated.

Requests for work should be sent to each subject teacher.

An excuse following the trip and given to the homeroom teacher is required by law.

Responsibility for Completing Missed Work School Copy

You and your child are responsible for completing class work that is missed due to your trip. It is your responsibility to contact each and every teacher to request the work. It is each teacher's prerogative as to when the work will be assigned and what will be required for completion. Teachers, according to their personal preference, may or may not provide a collection of materials and assignments prior to the trip. Assignments and materials may be provided upon return to school. Some teachers may use both methods to assign work.

It is the responsibility of the student to manage and keep these materials. The teachers are not obligated to provide additional copies due to a student's inability to keep track of materials. Once given to your child, it is your responsibility to see that they are completed accurately and completely and are returned to the teacher. Assignments sent home are to be completed and turned in according to the due dates provided by the teacher assigning the work.

Assignments and tests and labs that cannot be completed outside of school are required to be completed in a timely manner. Arrangements for making up missed work must be made between the parents with the each teacher involved (and/or principal as the teacher requests her assistance). Your child may stay after school, come to school early or work during recess to make up this type of work. No additional class time will be missed for making up work not completed while on vacation. The range of time for turning in work is at the discretion of each teacher. For this reason contacting each teacher is necessary and is your responsibility.

You can track the graded assignments by accessing your PowerSchool account. Graded assignments not completed will eventually be listed as incomplete with zero points awarded. Incompletes will be given for all missing work. Work that is poorly completed will be listed with the grade earned. It is your responsibility to see that the work your child completes at home or studies for at home is done to standard.

As a parent, please sign that you understand what is expected of you and your child and that you will take the responsibility of seeing that all work has been completed and returned to each teacher. Extensions will not be given due to subsequent absences or because of forgetfulness, loss of materials, or failure to request work from a teacher upon return from the trip. Please explain the shared responsibility to your child and have him/her sign the form, too.

Parent Signature: _____

Student Signature: _____

To be completed by office:

Date received: _____ *Days absent to date:* _____

Grades in each subject to date: _____

Trip Approved: _____ *Trip Denied:* _____
(Count as excused absence) (Count as unexcused absence)

Date teachers notified of the trip: _____

Responsibility for Completing Missed Work Home Copy

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