

ATHENS AREA HIGH SCHOOL

EDUCATION TRIP FORM REQUEST FOR EXCUSED ABSENCE(S)

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ 1st PERIOD # \_\_\_\_\_

1. HOW MANY SCHOOL DAYS WILL STUDENT BE ABSENT? \_\_\_\_\_
2. WHAT EXACT DATES ARE REQUESTED? \_\_\_\_\_
3. WHAT IS THE DESTINATION OF THE TRIP? \_\_\_\_\_
4. HAS THE STUDENT BEEN TO THE ABOVE DESTINATION? \_\_\_\_\_  
IF THE ANSWER IS YES, HOW MANY TIMES? \_\_\_\_\_
5. PLEASE LIST SEVERAL EDUCATION ACTIVITIES THAT ARE PLANNED DURING THE TRIP. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*STUDENT IS RESPONSIBLE FOR GETTING HOMEWORK ASSIGNMENTS !*

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

DATE THIS REQUEST WAS SUBMITTED: \_\_\_\_\_

\_\_\_APPROVED \_\_\_DISAPPROVED \_\_\_REQUESTING MORE INFORMATION

\_\_\_\_\_  
ATTENDANCE OFFICER

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

\*\*This form is to be returned to the Attendance Office and will forward it to the principal who approves or disapproved these requests. This should be accomplished at least **five (5) school days prior to leaving**. All work that will be missed during the time you will be gone must be picked up from your teachers prior to leaving, and must be handed in the day you return.

**NO REQUESTS WILL BE HONORED  
THE LAST TEN (10) DAYS OF SCHOOL**