

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 FIRST TEN OR LAST TEN (10) DAYS OF SCHOOL**