

2021 – 2022 CLS FAMILY TRIP REQUEST FORM

The student may be permitted to take two family trips, not to exceed a total of five days, and receive an excused absence. Parent(s) or guardian(s) are requested to complete this form and sign it. Students must take the form to each teacher for the proper signature. Return the completed form to the Administrator's office **two weeks prior to the trip**.

All missed classwork and homework must be handed in on the day of return to school. Tests are required to be made up within three days of return. The student is required to make these arrangements with each teacher on the day of return. Teachers may require that an announced test or quiz be completed before leaving for the trip. Longstanding assignments (reports, projects, etc.) must be turned in prior to the absence, if they would be due during the course of the absence. Exceptions to this would have to be arranged with the teacher.

Student Name: _____ Grade: _____

Parent Guardian Name: _____

Phone: _____

Dates of Absence: ___/___/___ to ___/___/___ Number of school days absent: _____

Destination: _____ Means of Transportation: _____

I am requesting an excused absence for my child on the dates indicated.

I/we take full responsibility for our child's ability to keep up with his/her academic requirements.

Signature of Parent/Guardian: _____ Date: ___/___/___

Course	Teacher's Signature	Notes

Approved:		
_____ Administrator's Signature	_____ # of excused days	_____ # of unexcused days