**PRE-PLANNED PARENTAL/SCHOOL OUTING**

**Students must bring a note before teachers will give assignments. Parents must sign after teachers have given assignments and this form must be returned to the office before leaving.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is requesting a planned absence from  **\_\_\_\_\_**to

for the following reason:

*Please sign and list the assignments for the student under the appropriate period and class, if you need to attach documentation of assignments to this form.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Teacher |  Assignment | Due by | \*Recommendation for student to go |
| 1. |  |  |  | Yes No |
| 2. |  |  |  | Yes No |
| 3. |  |  |  | Yes No |
| 4. |  |  |  | Yes No |
| 5. |  |  |  | Yes No |
| 6. |  |  |  | Yes No |
| 7. |  |  |  | Yes No |

**\***A “No” response from a teacher does not deny a

student from going if the parents sign, but parents

must be aware that absences can/will affect a Parent Signature

student’s performance in class. Teacher

recommendation indicates a student’s need to stay Administrator Signature

in class to ensure academic success.

 Attendance Secretary Signature

Student Sign-off