

INDIANA JUNIOR HIGH SCHOOL
EXCUSED ABSENCE/EDUCATIONAL TRIP

DATE: _____

_____ will be absent from school on the following dates:

Student Name(s)*

_____ to participate in an educational trip.

Date(s) of Absence

State the educational value of the trip in the space below so that the absence is not considered illegal. Please include locations to be visited and specific items of educational value.

_____ Parent/Guardian Signature

_____ Home Phone

_____ Work/Cell Phone

*You may complete one educational travel request form per school. Please include the names of each student who will be participating in the educational travel.

_____ APPROVED

_____ DISAPPROVED

_____ Assistant Principal's Signature

_____ Date

NOTE: This form should be submitted to the Junior High School Attendance Office and approved by the Assistant Principal one (1) week prior to the trip. This completed form will be attached to a pre-approval form that the student will have signed by all teachers and returned to the attendance office before the absence. Students are responsible for obtaining all class assignments that will be missed during the above mentioned trip.