



_____ Absent for School-Related Activity/Trip

_____ Homework Signed Off – Approved Absence

Name of Student

Date (s) to be missed

School Activity/Trip/Absence

PRIOR to this activity or trip, all teachers must check off that your work is **completed satisfactorily** and that you have no missing work for each class you will be missing. You are responsible for collecting assignments from teachers.

Pre- Arranged Absences:

- A) Teachers must make all assignments available for the students at least seven (7) days before the trip. Any work that was not available from the teacher by this time frame will not be held against the student's ability to participate.
- B) Students must turn in the completed work before the trip in order to participate.
- The grading of this work is not determining factor on the eligibility for students' participating.

Name of Class	Assignments	Current Grade in Class	Teacher Signature

I understand that I will be attending the above mentioned school-related activity or trip and I am fully responsible to do my assignment(s) PRIOR to the activity or trip.

Office Signature

Date