REQUEST FOR EXCUSED ABSENCE DUE TO A FAMILY TRIP

NAME	GRADE
DATE WRITTEN REQUEST RECEIVED	
DATES OF REQUESTED ABSENCE	
NUMBER OF ABSENCES THIS GRADING PERIOD TO DATE	

The parents of the above student have requested an excused absence for a family trip.

Students are reminded that it is their responsibility to secure advance assignments, complete work before leaving if requested, and arrange for make-up work missed during the absence immediately upon returning to school.

Please have this form signed by all teachers and return to the Attendance Office prior to leaving school (preferably 3 days in advance).

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