

# Garfield High School

## Request for Pre-Planned Excused Absence



(To be used by students and their parents/guardians to request pre-planned absence to be excused)

Garfield High School ("GHS") recognizes that we have a large and diverse population of students who come to us with multiple experiences in the educational system. We want to make sure that our students are able to participate in one time family or educational trips. These trips provide tremendous educational, social and emotional growth for our students. Starting in the 2010-2011 school year, GHS students will be allowed to take up to 9 days total for the entire year, **not more than 5 days consecutive** for non-district or non-GHS sponsored trips, including college visits, that will be excused. The students will **need to submit their pre-planned trip form to GHS 3 days prior to leaving** for their trip. There will be no exceptions.

NOTE: This fully completed form must be submitted to the Attendance Office **at least three (3) school days** before the start of the planned absence. If visiting a college, student must bring a letter of visitation back from the college. For Educational trips, the student must complete and submit **within five (5) days of return**, a *Service Learning Documentation & Reflection* form and the additional requirements noted on page 2. Absence will not be excused until this documentation is submitted.

**Student's Name:** \_\_\_\_\_  
PLEASE PRINT (first) (last)

**Student ID#:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Date(s) of missed classes:** \_\_\_\_\_

**Reason for absence:** (attach all documentation available) \_\_\_\_\_

**To Be Complete by Student's Teachers: (BEFORE Parent/Guardian signs)**

(NOTE: If the choice is made to take a non-district or non GHS sponsored trip, students will be responsible for making up any work that is missed. Tests will need to be made up prior to leaving and all work will need to be handed in the day they return to school, unless arrangements have been made with the teacher prior to them leaving.)

<u>Teachers:</u> Initial in appropriate space	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Will need to make up work (see assignment on back)						
Will adversely affect class progress and work CANNOT be made up						
Puts student in danger of lowered grade or failing course – should NOT miss class						
Student's current grade in class						

I have read the above and am aware of the teachers' comments regarding the effect of this absence on my student's class progress. I understand that teachers' initials do NOT mean the absence is approved.

**Parent/Guardian Signature:**

→ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Daytime Phone #:** (\_\_\_\_) \_\_\_\_\_ **Evening Phone #:** (\_\_\_\_) \_\_\_\_\_

**Cellphone #:** (\_\_\_\_) \_\_\_\_\_

_____ - I approve this absence.	_____ - I <b><u>DO NOT</u></b> approve this absence.
_____ Principal's Signature	_____ Date

**Assignments during Pre-Planned Absence:**

(Note: Progress Report & Study Plan may also be required)

<b><u>Period 1:</u></b> _____ _____ _____	<b><u>Period 4:</u></b> _____ _____ _____
<b><u>Period 2:</u></b> _____ _____ _____	<b><u>Period 5:</u></b> _____ _____ _____
<b><u>Period 3:</u></b> _____ _____ _____	<b><u>Period 6:</u></b> _____ _____ _____

**Notes/Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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