

MT. VERNON COMMUNITY SCHOOL CORPORATION

PRE-ARRANGED EXCUSED ABSENCES FOR A FAMILY TRIP

When a student is going to be out of school for a family trip, he/she must have a parent contact the school and turn in a completed Pre-Arranged Excused Absence form to the school. Under normal circumstances the contact must be at least two days in advance of the absence. One week notice is preferred. Final approval of the absence will be determined by the principal/designee. The student will be responsible for requesting make-up assignments. If no student or parent contact is made prior to the absence, the absence will be unexcused. All make-up work missed is due the day the student returns from the absence. (This program is not available during the summer school program.)

No pre-arranged excused absences for a family trip will be granted during the last five days of any nine weeks grading period, during state mandated testing, when a student has accumulated ten (10) or more absences in a school year, or when the requested days would exceed that number. A student may accumulate no more than 3 days of pre-arranged excused absences during a school year. Any days in excess of this will be considered unexcused absences. The student must be accompanied on the trip by a parent/guardian or grandparent.

Pre-arranged excused absence days may not be taken during make-up days, and any student who has an unexcused absence is not eligible for these days. Pre-excused absence days that exceed the maximum number of excused absences during a school year (10) may be considered unexcused absences.

A separate application must be filed for each student. If you have not received a response from the building principal or the principal's designee within five (5) days of filing this application, please contact the principal.

The principal's determination is final.

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APPLICATION FOR A PRE-ARRANGED EXCUSED ABSENCE FOR A FAMILY TRIP

Student's Name _____ Grade _____

Parent/Guardian's Name _____

Parent/Guardian's Address _____

Telephone Number(s) _____

Other children in the family who attend a Mt. Vernon CSC School:

<u>Student's Name</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We request that our child accompany us on a trip to _____

The dates that the student(s) will be absent from school are _____

The reason this trip must be taken during the school year is _____

Please list the names of the adult family member(s) who will be accompanying the child.

My signature on this form indicates that I have read and understand the rules for this program as explained on the previous page, and I agree to abide by these rules.

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

Received _____ Approved _____ Not Approved _____

Principal/Designee's Signature _____

Date Completed _____