

Powell Middle School

Pre-Arranged Absence Request

Students are to:

1. Submit this form letter and a letter of request at least ten days prior to the trip for approval. Attach the letter of request for the trip from a parent/guardian to this form.
2. Please have form signed by all of your teachers and a current grade must be indicated on this form.
3. The completed form and parent note, with all teachers' signatures must be returned to the Principal's Secretary (Mrs. Whitaker) no later than 3 days prior to the trip.
4. Students who do not follow this procedure will receive an unexcused absence for each day they are not in attendance at school.
5. Pre-arranged absences for trips/vacations will be limited in number by administration.
6. If the request is denied by administration, absences will be documented as unexcused.

Student's Name _____ **ID#** _____

Trip Purpose: _____

Date (S) of Trip: _____

Parent Signature: _____ Date _____

Subject and Teacher's Signatures:

Current Grade

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Period 5 _____

Period 6 _____

Teachers: If this is approved, code your grade book with a "C" for those days the student is not in attendance in your class.

Approved: _____ Denied: _____

Administrative Signature: _____ Date: _____

Attitude Determines Altitude!