

**BIG FOOT HIGH SCHOOL**

**FIELD TRIP ABSENCE FORM**

*See reverse side for field trip absence procedures*

Student Name: \_\_\_\_\_

Is requesting permission to attend a field trip the following date(s)/time: \_\_\_\_\_

Course & Teacher Name: \_\_\_\_\_

The student accepts the responsibility for all missed classes and assignments. All teachers are asked to complete this form. Be sure to add appropriate comments regarding the student's missed school time. Student must return this form to the field trip sponsor **two (2) days BEFORE** field trip. No student will be allowed to attend the field trip without a fully completed form.

<b>Period</b>	<b>Grade Received to Date</b>	<b>Assignments</b>	<b>Comments/Concerns</b>	<b>Teacher's Signature</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				

I, as the parent, am aware of the academic status of my son/daughter and allow my student to be absent for the above date(s).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Big Foot High School Policy**

### **FIELD TRIP ABSENCE PROCEDURES**

1. Students should obtain this form five (5) days prior to the absence.
2. All of the student's teachers must complete the form, and sign if they approve the absence.
3. Parent must sign form after the teachers approve the absence.
4. Student must return completed form to the field trip sponsor two (2) days prior to the field trip.
5. Field trip sponsor is responsible for ensuring all forms are complete, signed by teachers and parent in order for student to attend event.
6. All forms must be turned into Attendance Secretary one (1) day prior to field trip.