

Williams Valley School District

**EXCUSE FOR EDUCATIONAL TRIP OR NON SCHOOL SPONSORED TRIP**  
**FORM MUST BE RETURNED TO HIGH SCHOOL OFFICE**  
**FIVE (5) DAYS PRIOR TO THE TRIP**

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

Grade: \_\_\_\_\_ Home Room Teacher's Name: \_\_\_\_\_

Date(s) student will be absent from school: \_\_\_\_\_

**NOTE: THESE DATES WILL BE RECORDED AS ACTUAL DAYS OF BEING ABSENT FROM SCHOOL AND WILL COUNT TOWARDS THE 14 DAY ACCUMULATION OF ABSENCES.**

Destination: \_\_\_\_\_

Indicate specifically how the student will benefit educationally from this trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Adult Supervisor (Father, Mother, Relative, Guardian or Other) during trip: \_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

- Trip dates will be recorded as actual days of being absent from school and **will count** towards the accumulation of 14 days of absence.
- If the number of days requested for an educational trip will cause the student to exceed the fourteen (14) day attendance policy, a medical excuse signed by a doctor will be required for all subsequent absences.
- It is the student's responsibility to get all assignments.
- Any school assignments missed during an educational trip must be made up within the number of school days absent plus one (1) school day after returning to school, unless extenuating circumstances have been approved by the teacher(s) and building administrator.

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
H.S. Principal/Superintendent