

Carlynton School District

Absence Notification Form

Non-School District Sponsored Trips / Tours: Board Policy – Attendance 204

Non-School District Sponsored Trips/Tours are those which are not organized as part of the school program and do not involve district staff. Students participate in these activities as individuals and do not represent the Carlynton School District. Sponsors of such trips are usually community youth organizations or parents.

In accordance with Section 11:26 of the Regulations of the State Board of Education, students out of the building for such events will be given an excused absence if the following conditions are met:

- The pupil's parents or guardians, **prior to the trip**, submit a written request to the Principal for the excusal. The request must include a brief itinerary of the trip and explain the plans which distinguish the trip as educational.
- The pupil's participation on the trip or tour has been approved by the District Superintendent or designee.
- There is an adult who is directing and supervising the pupil during the trip or tour who is acceptable to both the parents and the District Superintendent.
- Excused absences for non-school sponsored trips / tours will be limited to ten (10) days during a school term.

Permission is granted by the Carlynton School District to _____ for the
(Name of Student)
purpose of vacation travel from _____ to _____
(Date of Departure) (Date of Return)

Teachers: Please issue assignments to the student for the days listed above.

Junior-Senior High School: Please initial in the appropriate space if assignments have been given.

Thank you for your cooperation.

(Principal's Signature)

(Parent's / Guardian Signature)

Elementary - Student must return this form to the Principal's Office when completed.

Junior Senior High School - Student must return this form to the Guidance Office when completed.

Period 1 Instructor _____

Period 5 Instructor _____

Period 2 Instructor _____

Period 6 Instructor _____

Period 3 Instructor _____

Period 7 Instructor _____

Period 4 Instructor _____

Period 8 Instructor _____

Period 9 Instructor _____