

TEACHER REQUEST TO BE ABSENT — FIELD TRIP REQUEST**MUST COMPLETE FOR ALL TRIPS AND ABSENCES**

1. Name _____
- Position _____ Date of Absence/Event _____
- Substitute Needed Yes No If needed for partial day list **time** _____
- Reason for Requesting Absence: Leave _____ School _____ Bereavement _____ (Relationship _____)
- Other _____ (example: jury duty) (Other is NOT personal time)
- Purpose (**MUST BE COMPLETED IF SCHOOL OR OTHER IS MARKED ABOVE**) IF PERSONAL TIME— LEAVE BLANK _____
- If mileage is requested, list approximate number of miles _____ Registration Costs _____
(If requested, attach the appropriate completed information and registration forms.)
- If overnight lodging is requested, show number nights _____

2. **FIELD TRIP**
- Date of Trip _____ Class or organization making the trip _____
(Include grade level(s) attending)
- Destination _____
- Approximate number of students attending/riding _____ Adults _____
- Time leaving school _____ Time returning to school _____
- Do you wish school transportation? Yes No **Transportation Request must be attached**
- Please explain purpose of trip and which Academic Standard this trip relates to:
- _____

- Signature** of Sponsor of Class or Organization _____

3. ***Field trip request and transportation request are to be returned to the master calendar coordinator (Building Principal, Assistant Principal, or Dean of Students)***

Approved on calendar _____

Field Trip/Transportation Requests must be turned in to the superintendent's office at least one week prior to scheduled event.

ANY OUT OF STATE OR OVERNIGHT TRIP MUST HAVE SCHOOL BOARD APPROVAL.

4. **AUTHORIZATION**

Principal Signature _____ Date _____

Request: Approved Denied

Received at Central Office: _____