



# The Samuel School

## Attendance Policy Exception Form

**To be completed at least one week prior to the trip**

**Terms:**

1. The student is responsible to make up any work that is missed during the absence.
2. Students (and/or parents) assume responsibility to make arrangements with the teachers for any homework or special projects that should be done during the trip.
3. Parents should not assume approval of the trip until they have received this form back with final approval from the principal. Absences during this time that are unapproved will be considered unexcused and follow the policy outlined in the Family Handbook.
4. Exceptions will not be granted if:
  - a. form is not submitted at least one week prior to the trip
  - b. the student is behind on work or failing a subject
  - c. the total days for all prior absences and tardies are excessive (see Family Handbook)
  - d. the request is during finals week or during a major exam or during SAT testing
  - e. the request is during the first 2 weeks of the school year.

**Step 1. Please complete the following Educational Trip Information**

**Student(s) Name:** \_\_\_\_\_ **Grade(s):** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_ **Location of Trip:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_

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

**Step 2. Preliminary Principal Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Step 3. Student(s) is/are to have all their teachers, whose classes they will miss, sign the form on the back of this page and include assignments the student will miss:**

**Teacher Approvals:**

Teacher Signature/Subject	Assignment(s)
1. _____	_____
2. _____	_____

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**Step 4: Final Principal Approval**

**Date:** \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

**Step 5: Office - Copy and Return to Student** \_\_\_\_\_