



STUDENT ACTIVITY SCHOOL DAY ABSENCE

- ❖ This form should be completed when students will miss any part of the school day.
- ❖ Do not plan any trip the week leading up to or the week of EOC testing.
- ❖ Please turn in this form at least two weeks prior to the trip for approval.
- ❖ Submit your online transportation requests two weeks prior as well in Trip Finder.
- ❖ A list of all the students going on the trip should be included on this form or sent to Kristi Scheidt no later than a week prior to the trip.
- ❖ Don't forget to get a sub if needed.
- ❖ Do not change the format of this form. Submit as it is.

DATE SUBMITTED: _____

TEACHER/COACH/SPONSOR: _____ PHONE#: _____

CLASS/SPORT/CLUB: _____

DATE OF TRIP: _____

DESTINATION: _____

ADDRESS: _____

NUMBER OF STUDENTS: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

BUS LOADING LOCATION: _____

REASON FOR TRIP OR LEARNING TARGETS BEING ADDRESSED:

AD SIGNATURE OF APPROVAL: _____

DATE: _____

Please list student names on the back *OR* attach a roster of all students going on trip.

