



PARENTS NOTIFICATION OF ABSENCE FROM SCHOOL FOR TRIP

Directions:

Complete the following form and return it to the LCS School Office *in advance* of the tour or trip (preferably ten (10) school days in advance). Please note that class and homework assignments must be made up upon return to school.

Name(s) of students participating in trip:

- 1. _____ Grade _____
- 2. _____ Grade _____
- 3. _____ Grade _____
- 4. _____ Grade _____

Dates of absence: _____ to _____

Date student(s) will return to school: _____

Person(s) directing and/or supervising student(s) during this absence: _____

Name / Address: _____

ITINERARY OF TRIP: Included experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom: _____

DATE: _____ **PARENT'S SIGNATURE:** _____

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FOR SCHOOL USE ONLY

Principal's Signature: _____ **Date:** _____

Prior Requests: _____ **Dates:** _____

<u>Entered into MMS</u>
Date: _____
Initials: _____