

Baden Academy Charter School
Request for an Excused Absence from School
For Pre-Planned Educational Tour or Trip

Student's Name _____ Grade _____ Teacher _____

Address _____

Proposed Dates of Absence: From _____ To _____

Person(s) Directing and/or Supervising Student During Absence: _____

Itinerary of Trip: Include the date, name and location of the educational experience the student will receive outside of the classroom and explain the educational value.

NOTE: Please have your child require assignments from the teachers to plan ahead for the work that will be missed during the time of the trip. Please be advised that absences which were evaluated as disapproved, but occur during the dates requested, will constitute unlawful absences unless verified by a physician.

 Parent/Guardian Signature Telephone Number Date

Give this form to your classroom teacher who will then forward it to administration. The classroom teacher will fill out the following:

Teacher's Name	Has Requested Work	Recommend/ Not Recommend	Teacher's Signature
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For School Use Only

Date Received by School Office _____
 Prior Requests This Year (list dates) _____
 Recommend _____ Not Recommend _____ Reason _____

 Principal's Signature Date

APPROVED _____
DISAPPROVED _____
 Conditions _____

 CEO's Signature Date