**Edison High School**

Off-Campus Teacher approval for missed class time

Requesting Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Approval \_\_\_\_\_\_\_\_\_\_

1. This form must have office approval before it is taken to teachers for signatures.
2. The top portion of this form must be filled out prior to any teacher signatures.
3. When this form is complete, return to requesting teacher.
4. Requesting teacher must make 2 copies
   1. One copy to attendance with a roster of students attending trip
   2. One copy to be kept with teacher and students on trip
   3. Originals to be given to VP Secretary with a roster of students attending the trip.

To the teacher of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With you permission this student will be excused from class on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Time)

To attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Activity) (Location)

This is a required field trip \_\_\_\_\_\_\_\_ this is an extracurricular field trip \_\_\_\_\_\_\_\_\_\_\_

If the field trip is required for a grade, the teacher cannot deny permission, if the field trip is extracurricular, it is the teacher’s discretion to deny or approve.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period** | **Class** | **yes** | **no** | **Teacher Signature** | **Comment** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |