

EDUCATIONAL ACTIVITY EXCUSE REQUEST

Lancaster Mennonite High School/Lancaster Mennonite Middle School

A request for an excused absence is to be made five school days in advance of the desired absence. This policy applies to college visits (maximum of two days), church activities, and overnight, educational trips with parents or responsible adults (LMS Policy Manual § 4200.2).

Name of Student: _____ Grade: _____

Dates Requested to Be Absent from School: _____

Students are required to complete and submit this form to the attendance office at least five school days in advance of the requested absence. If a trip is three days or more, the back of this form must be completed, obtaining teachers' signatures before the trip can be considered excused. To maintain academic excellence, one week is normally the maximum excused educational family trip.

To the Student: Answer the following completely and legibly. Use additional sheets if needed.

Where do you plan to go on your trip? List specific destinations.

List names of adults who will be supervising you on your trip.

Describe the specific educational benefits of this trip.

I verify that I have read and approve the above request.

(Parent Signature)

(Date)

not write below this line. For office use only.)

(Do

Date Received in Office: _____

Number of days excused: _____

Number of days unexcused: _____

Comments:

Signature:

EDUCATIONAL ACTIVITY EXCUSE REQUEST

Lancaster Mennonite High School/Lancaster Mennonite Middle School

If a trip is three days or more, this side of the form must be completed, obtaining teachers' signatures before the trip can be considered excused. A teacher's signature acknowledges awareness of the absence.

Date(s) of absence: _____ Number of school days absent: _____

| Period | Teacher Signature | Teacher Comments |
|--------|-------------------------|------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Note: Indicate Chapel or Study Hall where scheduled (signature not required for these periods.)