

**Request for Legal Absence
Grove City High School**

Guidelines for approval of trips

- Students must have parental approval.
- Any vacation or family trip will count towards the ten (10) day attendance policy by State Law.
- Time restriction - Maximum of two (2) weeks.
- The trip must have an educational value.
- Advanced approval is required.
- It is the student's responsibility, prior to the trip, to inform each of his or her teachers of the dates they will be missing and also to obtain any classwork that may be assigned. Work assigned for completion during the trip is due the day the student returns to school.
- Students are responsible for all assignments and school work while absent.
 - Please be sure to note if you plan to connect synchronously while you are away.
- **Juniors and Seniors attending a college visit must submit an excuse provided by the college/university upon return to school. Juniors may use two (2) days and Seniors may use four (4) days.

Date of Submission: _____ **Student Grade:** 9th 10th 11th 12th

Student Name: _____

Period of Absence: From _____ To _____

Description of the Trip: _____

Do you plan to connect to your classrooms synchronously during the trip? If yes, please list the dates and class periods below. If you are able to connect synchronously, these days will not count as absences. Upon your return, your teacher will certify that you participated in the class.

G Day Period 1 _____

C Day Period 3 _____

G Day Period 2 _____

C Day Period 4 _____

G Day Period 5 _____

C Day Period 7 _____

G Day Period 6 _____

C Day Period E _____

Parent/Guardian's Signature: _____ Date: _____

Please print parent/guardian's name: _____

(Teacher Use Only) Initials indicate that you have read the form, not that you necessarily agree with the request.

Teacher's Initials _____

Teacher's Initials _____

Teacher's Initials _____

Teacher's Initials _____

Teacher's Initials _____

Teacher's Initials _____

Teacher's Initials _____

Teacher's Initials _____

(Office Use Only)

Student's Attendance Record: _____Excused _____Unlawful _____Tardies

Accepted _____ Denied _____

Principal's Signature _____

Only _____ additional parent excused absences will be accepted for the remainder of the school year.