

COLLEGE DAY REQUEST, IMPACT SHADOW DAY REQUEST,
AND TRIP REQUEST FOR TRAVEL WITH PARENTS

Regular attendance and promptness are essential to good performance at school or on any job. Absences are often the major contributing factor in lack of achievement at school. The administration and staff feel strongly that good attendance is essential to effective and meaningful learning.

Parents are strongly encouraged to plan vacations at times when school is not in session. However, it is understood that circumstances sometimes occur which make such absences necessary.

Student's Name: _____ Grade: _____

The above named student will be absent from school starting, _____ and returning, _____

Purpose of leave:

As per the Hamilton Junior-Senior High School Handbook:

1. Parents or guardians must initiate all trips requests. The request must be made in writing at least one week before the trip is to begin. The student will be given a Family Trip Request Form.
2. The trip must be made with the student's family (parents, grandparents or legal guardians) or other designated adults with the approval of the school administration.
3. Students will take the form to each teacher at least one week before the trip. Each teacher will notify parents of the student's approximate grade and the number of absences for the semester.
4. Students must take the form home for a parent's signature after the teachers have completed it. The form must be returned to the Main Office.
5. It is the responsibility of the student to ask for homework in advance of the trip. Upon return from a family trip, students must present all completed work and be prepared to take any missed tests, etc. on the day of return. Students need to refer to each teachers make up policy for missed work.

TEACHERS: This student and his/her family are planning a trip for the dates listed above. Would you please respond to the following?

Class Period	Estimated 9-Week Grade	# of Absences Semester	Teacher Name	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				
Voc.				

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Date of Teacher, Parent, and Student notification of decision: _____

THESE DAYS ARE NOT JUSTIFIABLE ABSENCES AND CAN NOT BE USED IN THE APPEAL PROCESS. PLEASE SEE ATTENDANCE POLICY