

# MT. VERNON COMMUNITY SCHOOL CORPORATION

## **PRE-ARRANGED EXCUSED ABSENCES FOR A FAMILY TRIP**

When a student is going to be out of school for a family trip, he/she must have a parent contact the school in advance of the absence. Under normal circumstances the contact must be at least two days in advance of the absence. One week notice is preferred. Final approval for the absence will be made by the principal/designee. Teachers will be notified of the absence, but the student will be responsible for requesting make-up assignments. If no parent contact is made prior to the absence, the absence will be unexcused. (This program is not available during the summer school program.)

No pre-arranged excused absences for a family trip will be granted during the last five days of any semester, when a student has accumulated ten (10) or more absences in a year, or when the requested days would exceed that number. No pre-arranged excused absence is to be longer than three (3) days. Any days in excess of this number will be considered unexcused. The student must be accompanied on the trip by a parent/guardian or grandparent. This type of absence may be used only once per academic year.

Pre-arranged excused absences for a family trip may not be used to extend Fall Break, Thanksgiving Break, Christmas Break or Spring Break. Pre-arranged excused days that exceed the maximum number of excused absences during a school year (10) may be considered unexcused.

The application form follows this program description. A separate application must be filed for each student. If you have not received a response from the building principal or the principal's designee within five (5) days of filing this application, please contact the principal immediately.

The principal's determination is final.

MT. VERNON COMMUNITY SCHOOL  
CORPORATION

**APPLICATION FOR A PRE-ARRANGED EXCUSED ABSENCE  
FOR A FAMILY TRIP**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Other children in the family who attend a Mt. Vernon CSC School:

<u>Student's Name</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

We request that our child accompany us on a trip to \_\_\_\_\_

The dates that the student(s) will be absent from school are \_\_\_\_\_

The reason this trip must be taken during the school year is \_\_\_\_\_

Please list the names of the adult family member(s) who will be accompanying the child.

My signature on this form indicates that I have read and understand the rules for this program as explained on the previous page, and I agree to abide by these rules.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Received \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Principal/Designee's Signature \_\_\_\_\_

Date Completed \_\_\_\_\_