



REQUEST FOR PRINCIPAL APPROVAL OF ABSENCES

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|---------------------------------|---------------|
| STUDENT'S NAME | DOB |
| River Oaks Elementary SCHOOL | GRADE/TEACHER |

Please complete and return to Kelly Lee, Attendance/DQ Clerk, prior to your leave if an educational trip.

REASON FOR REQUEST: Educational Trip Hardship

DATES OF ABSENCES: _____

DETAILS OF REQUEST *(Indicate where you will be traveling to. If an educational trip, please state how the trip will be beneficial and related to the child's current standardized curriculum) :*

PLAN FOR RECOVERY OF ACADEMIC INSTRUCTION MISSED DUE TO ABSENCES *(include explanation of a project, such as a PowerPoint, iMovie, diorama, written report, to be submitted and presented to class) :*

| | |
|------------------|------|
| Parent Signature | Date |
|------------------|------|

Parent Name *(Please Print)*

Approved Denied

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|---------------------|------|
| Principal Signature | Date |
|---------------------|------|

PRINCIPAL APPROVAL ACKNOWLEDGEMENT OR REASON FOR DENIAL *(NOTE: As per HCS Attendance Policy, a maximum of 6 days per school year may be principal approved for educational and/or hardship reasons) :*

Please list any school-aged siblings that will also be on the trip and the school(s) they attend below:
