



## EXTENDED TRIP\* ABSENCE FORM

\*THREE OR MORE CONSECUTIVE DAYS

Date of Submission: \_\_\_\_\_

I/We will be taking our child(ren) \_\_\_\_\_,  
grade(s) \_\_\_\_\_ on an extended trip that we consider to have educational value, during  
regularly scheduled school time.

The dates of the trip are \_\_\_\_\_

It is understood that the **parents and the student will notify the student's teacher(s)** of the above  
absence. In addition, Upper Village students are responsible for checking with each teacher prior to  
the trip, to determine homework and other assignments that may be due during the absence.  
Homework and other assignments should be returned in a timely manner, as determined by the  
teacher(s), in order to receive full credit for the assignments.

This notification must be submitted to the Director no fewer than five (5) days prior to the proposed  
trip.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_