

Teacher Notification of School-Sponsored Activities

This form is used by students to make arrangements with teachers for the completion of work covered while out of class on school business. It must be in the Assistant Principal's office three days before the school-sponsored activity begins.

Student Request					
_____ Student Name (please print)		_____ Grade Level		_____ Date of Activity	
_____ Reason for Activity					
 Field Trip Sponsor Signature			_____ Date of Authorization		
The signature of the field trip sponsor signifies only that the student will be attending a school-sponsored activity.					
Student Work Make-up Plan					
Use the matrix below to record the schedule preferred by teachers for completing classwork covered while the student was out of class on school business.					
Period	Class	Teacher's Name	<u>Teacher's Initials under Preferred Plan</u>		Date (Void if less than 3 days before event)
			Pre-submit work before event	Make up within 3 days after event	
HR					
1					
2					
3					
4					
5					
6					
7					
Teacher Comment Section					
This signed and initialed form must be turned in to the office three days prior to the field trip.					