

Palisades High School ~ Planned Trip Request Form

Student's Name: _____ Student's P2 Teacher: _____

Date(s) of Trip: _____ Grade: _____

1. **ATTENDANCE RULES AND PROCEDURES** – *All non-school-sponsored educational* trip days are cumulative absences unless the trip is school-sponsored. Students must contact their teachers to obtain missed work and/or schedule a make-up assessment before leaving for a planned trip. The due date(s) for all assignments are at the teacher's discretion.
2. **TEACHER SIGNATURES** – Students will notify subject teachers of their absence and arrange for work via Canvas. Students should give teachers at least one week's notice to prepare work.
3. **RETURN FORM** – The student will complete this form and submit it to the Attendance Office before the trip along with a parent email to: phsabsence@palisadessd.org. If a student is attending a college trip, they must obtain a college admission representative's signature and/or proof of attendance upon return for their absence to be considered non-cumulative.

Class & Period <i>*online and in-person classes</i>	Teacher Signatures <i>*signature confirms student work has been provided and/or posted in Canvas.</i>

Parent's Signature

Student's Signature

Trip Destination/ Description: _____

☐ **Request for a planned trip is approved:**

☐ cumulative: _____

☐ non-cumulative: _____

☐ **Request for a planned trip is unapproved** (*absences will be unexcused/cumulative*):

Explanation: _____

Administrator's Signature

Date