

**GERALD HUESKEN MIDDLE SCHOOL TRAVEL FORM**

State attendance regulations 11:26 reads as follows:

*"Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent and pupil participants herein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned."*

- This form must be submitted prior to the date of departure.
- A student is annually given 5 days of excused absences. Additional days will be unexcused.
- Students are expected to make up all class work missed during the absence.

Instructions for completing this GHMS Travel Form:

1. Parent/guardian completes the information in Box A. The proposed itinerary should be completed in as much detail as space permits.
2. Return the form to the GHMS office.
3. The attendance officer will complete Box B and return the form to the student. (Please know that this cannot be done instantaneously; it may take a day or two.)
4. If approved, the student will complete the Subject and Teacher columns of Box C on the back of form and then have the form signed by his or her teachers.
5. The student returns the completed form to the GHMS office.

**Box A**

Name of student _____ Grade _____ Homeroom teacher _____		
Travel Dates _____		
Proposed itinerary _____		
_____		
_____		
Parent daytime phone _____		Parent other phone _____
Parent signature _____		Date _____

**Box B**

Number of absences this year _____	Number of unexcused absences this year _____	Number of educational travel days this year _____
Attendance officer signature _____		
Administration signature _____		
This request is: excused _____ unexcused _____		Date _____

The student completes these two columns after the absence has been approved and Box B has been signed.

**Box C**



Period	Subject	Teacher	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

- ❖ No teacher signature is required for lunch or study hall periods.
- ❖ If the absence is for one day, then the student should attempt to figure out if the absence will be an even or odd day. Only the even or odd teacher needs to sign the form.  
If the absence is for more than one day, then both the even and odd teachers need to sign the form. (Student should split the cell into two parts.)