

OVERLAND HIGH SCHOOL
ADVANCE NOTICE OF ABSENCE FROM CLASS

Name _____ I.D. # _____

Date(s) of Absence: _____ Times: _____

Teacher Sponsoring Field Trip: _____ Departure/Return _____

Reason: _____

DIRECTIONS: Teachers should sign to indicate that they have been notified that a student will be absent from class due to an approved instructional field trip or extended absence. If the student's absence would cause an academic hardship, please indicate below. The sponsoring teacher will contact you.

<u>SUBJECT</u>	<u>INSTRUCTOR</u>	<u>COMMENT/CONCERN</u>
1A	_____	_____
2A	_____	_____
3A	_____	_____
4A	_____	_____
1B	_____	_____
2B	_____	_____
3B	_____	_____
4B	_____	_____
ADVISORY (WED ONLY) _____		

I am aware of my child's performance in his/her courses and give my permission for this absence.
(Form should not be signed by parent until completed by all teachers.)

Parent signature: _____ Date: _____

1st Emergency Contact _____ Phone # _____

2nd Emergency Contact _____ Phone # _____

TEACHER-SPONSORED FIELD TRIPS:

This form must be returned to the sponsoring teacher by _____.
The sponsoring teacher will file it with the attendance office.

PARENTAL REQUEST:

The student is responsible for returning this form to the attendance office.