

**North Habersham Middle School-
Excused Trip Guidance/Pre-Approval Form-2018/2019**

NHMS always strives for academic excellence. When a child is absent he/she is missing quality instruction and required course content. As a result, our leadership team of teachers has set in place criteria that we will use this school year as guidance when determining excusals for absences that are based on family trips. We realize that family time is important and as such are making allowances for this within the state attendance rules we are required to follow.

Approval Criteria: This must be completed by school office staff at least one week prior to trip.

* _____ Student must be in positive academic standing:
-Currently passing all classes

* _____ Student may have had 5 or less absences for this school year **prior** to trip.

Student name _____ Grade _____

Date(s) of Trip _____

Parent Signature _____

Administrator Signature _____

Trip Excused _____ Trip Not Excused _____

Reason for Denial _____

****No more than 5 consecutive days may be excused for any trip per school year.***

****Only ONE trip may be excused per school year.***

**Please return completed form to front office at least one week prior to trip.
Thank you.**