

Southside High School
Student Excused Absence from School

Date: _____

To: Teachers of: _____

Subject: Student Excused Absence from School

Student's Name: _____ will be absent

from school on _____ for the purpose of

His/Her absence will be excused by the administrative office with a code for Educational Trip and it will not count as one of the 8 days that students are allowed to miss.

He/She will be allowed to make up work missed by prior approval with the teachers involved. Making up work is the student's responsibility.

Principal Signature/ Date: _____

Parent's Signature/ Date: _____

Teachers' Signature

1st _____

2nd _____

3rd _____

4th _____