

Student: _____

Student Number: _____



ACTIVITY FORM

This form is used when either the school or the family requests a student to miss class (es) for a reason other than an illness, an appointment or an emergency. If a parent/guardian wishes their son to miss days for reasons other than illness or a funeral, they should notify the Student Affairs Office five (5) days in advance. Once permission is received, this form should be completed and turned into the Student Affairs Office one day prior to any absences.

Please provide all necessary information requested and complete both sides of this document.

Please check one:

School-generated request

Family-generated request

by: _____

Please print teacher, moderator or parent name

Please Note: *Students who have missed 10 days due to illness may not be allowed to participate in field trips that involve missing classes other than the one for which the trip is planned.*

The above-named student is seeking permission to miss class(es) on:

Dates: _____

All Day _____ OR Start Time: _____ Estimated Return Time: _____

The above-named student will be missing class (es) because:

Describe or state the activity:

Method of transportation: _____

(OVER)

Student: _____

Student Number: _____

Parent/Guardian Permission

I request Trinity allow my son to participate in this activity. I give permission for him to attend the activity described on the previous page on the date indicated. In consideration of all the arrangements, including transportation, I release, indemnify, and save harmless Trinity High School, Louisville, KY, and any and all personnel of Trinity High School from and all liability for any injuries, loss or other claims arising out of or resulting from school negligence in this activity.

Signature: _____

Date: _____

A note regarding family generated request:

All absences when not part of a planned school curriculum have a negative academic impact. It is the student's responsibility to make up all missed work. The student must complete all missed work according to the schedule created by each teacher or face consequences as outlined by the teacher.

ALL FORMS MUST BE TURNED IN AT LEAST ONE DAY PRIOR TO THE ACTIVITY

School-generated requests: This form must be completed by the activity moderator or teacher, the student's family and then brought to the Student Affairs Office by the moderator/teacher.

Family-generated requests: This form must be initiated by the family, signed by the student's family and then brought to the Student Affairs Office by the student.