

EXCUSED FROM CLASS LIST

Directions:

- Review the School calendar of Events located in the Senior High Office before scheduling an event.
- Academic events should be scheduled before May 15th – few exceptions will be made.
- Secure Administrative Approval: Academic Events – Building Principal; Athletic Events – Director of Athletics
- Reproduce the forms and place in mailboxes at least 48 hours prior to the event

Name of Organization: _____		Date of Event: _____	
Purpose of Event: _____		Location: _____	
Teachers/Advisors: _____			
CHECK the Appropriate Time Frame: Periods: HR 1 2 3 4 5 6 7 8 9 ALL DAY TIME _____			
Administrative Approval: _____		___ Necessary to Meet Course Requirements	
		___ Optional/Enrichment Activity **	
		___ Athletic Event **	
<small>** If for any reason you feel a student should not be excused for this event, please see the advisor(s) and/or Administrator.</small>			

LIST OF STUDENTS TO BE EXCUSED (alphabetical order): *Names can be copied and pasted in the box below*