

**Hillgrove High School Advance Field Trip Permission Trip**  
**SENIOR PROJECT SCHOOL ABSENCE**

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- Eligible students may take one full day or two half-day absences for shadowing. Two half-day absences must be one morning and one afternoon.
- THE STEPS outlined HERE must be followed in order for approval for shadowing. Otherwise, the absence will NOT be excused. (1) Student signs form; (2) parent signs; (3) mentor signs; (4) teachers sign; and, then, (5) the Senior Project Administrator signs. All of this MUST OCCUR at least 48 hours **prior** to mentor shadowing.

Please excuse \_\_\_\_\_ (name of senior) from classes on \_\_\_\_\_ (date of shadowing). He/She will be shadowing his/her mentor, and is able to do so only during school hours. The student understands that he/she must make up all work, and must do so within **two days** following the absence. This absence is an excused field trip and should not count against the Attendance Incentive Policy.

**To be completed by STUDENT prior to signing by teachers, parent, and mentor:**

Reason for shadowing:

\_\_\_\_\_  
\_\_\_\_\_

Why this cannot be done outside of school hours:

\_\_\_\_\_  
\_\_\_\_\_

*I affirm that all of the above information is true and accurate:*

\_\_\_\_\_  
(1)\*Student signature (required)

\_\_\_\_\_  
(2)\*Parent signature (required)

\_\_\_\_\_  
(3)\*Mentor signature (required)

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(4)\***TEACHERS:** Please sign below to verify that you have been notified of this absence:

Block 1: \_\_\_\_\_

Block 3: \_\_\_\_\_

Block 2: \_\_\_\_\_

Block 4: \_\_\_\_\_

\_\_\_\_\_  
(5) \*Mr. Samuel Sanford, Senior Project Administrator

\_\_\_\_\_  
Date

**This form MUST be turned in to the Attendance Office upon your check-in or check-out.**