

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

- 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)

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

Block 1: _____

Block 3: _____

Block 2: _____

Block 4: _____

-----For Admin Only- Do Not Complete-----

(5) Administrative Signature

Date

**This form MUST be turned in to the Attendance Office 2
days BEFORE your absence.**

(See above.)

