

Glade Creek School

**32 Glade Creek School Road
Ennice, NC 28623
Tel. (336) 657-3388 Fax (336) 657-3435**

Gerald Miller, Ed.D., Principal

Dear Parents:

Per Alleghany County Board of Education policy, whenever a trip is planned during the school year in which your child will miss any school days, those days will be counted as unexcused absences unless brought before our principal for approval

A request for an excuse for absences due to a family trip must be a student's parent or guardian well in advance of the trip. A reply to such requests shall be made by the principal within five school days, or earlier if possible, of receiving the request.

- **Trips normally would not exceed:
3 days for in-state trip
7 days for out-of-state trip
10 days for out-of-country trip**
- **Student shall provide the principal with a full agenda of any planned trips prior to approval of the trip**
- **Student shall maintain a daily diary and submit a written report to the principal upon return. The report may include brochures, pictures, etc.**
- **Each request will be judged on its merit with careful evaluation given to the course of study of the student and consultation with classroom teachers.**

Class work missed shall be due on the day that the student returns to class, unless additional time is granted by the teacher. The student will receive a zero for any work not made up. Please keep in mind that these absences are still subject to our absence policy. If you have any questions or concerns, please contact the school at 336-657-3388.

*******Please fill out the attached request form and return to the office*******

Request For Approval For Absences Due To a Family Trip

Date of Request: _____

Student Name: _____

Grade/Teacher: _____

Destination: _____

Dates of Trip: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

FOR SCHOOL OFFICIAL USE ONLY

Administrative Approval:

Administrator's Signature: _____

Date of Approval: _____

Teachers Clearance:

Above named student has turned in all work missed during trip.

Teacher signature: _____ **Date:** _____

Teacher signature: _____ **Date:** _____

Teacher signature: _____ **Date:** _____

Teacher signature: _____ **Date:** _____