



Our Lady of the Cross School

1691 Grace Ave Lebanon, PA 17046 www.ourladyofthecross.org 717.500-6800

PARENT'S NOTIFICATION OF ABSENCE FROM SCHOOL FOR TRIP

Directions: Complete the following form and return it to the OLC Office *in advance* of the trip (preferably 10 days before trip). Please note that class and homework assignments must be made up upon return to school.

Name(s) of Students participating in trip:

1. _____ Grade: _____
2. _____ Grade: _____
3. _____ Grade: _____
4. _____ Grade: _____

Dates of absence: _____ to _____

Date student(s) will return to school: _____

Person(s) directly and/or supervising student(s) during this absence:

Name: _____

Address: _____

ITINERARY OF TRIP: Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

DATE: _____ **PARENT SIGNATURE:** _____

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FOR SCHOOL USE ONLY

Head of School Signature: _____ **Date:** _____

Prior Requests: _____ **Date:** _____