

# SCHOOL BUSINESS FORM - Advisor/Attendance Use

PLYMOUTH-CANTON EDUCATIONAL PARK

This form will notify the Attendance Office of the students who are participating in an APPROVED *school-sponsored* activity. In fairness to students and other faculty members, no field trips are scheduled during the last week of marking periods 1 and 3, and during the last two weeks of the marking periods 2 and 4 (counting final week). No field trips will be approved for the 4<sup>th</sup> Wednesday of September or the 2nd Friday of February (count date). Exceptions to this require administrative approval.

## SPONSORING STAFF:

- Complete this form and submit it, along with a list of students (including ID #s) who will be participating in this school-sponsored event, to your Instructional Assistant Principal/Athletic Director for approval.
- Approved form and student list **MUST** be turned in to the sponsoring staff member's home school attendance office and your home school building principal's secretary **two days prior** (preferably one week if possible) to the scheduled activity.
- The Attendance Office will enter the appropriate attendance code prior to the date of the event.
- Attendance Office must be informed immediately of any students who fail to attend the school-sponsored event.
- Please give students the **School Business Form - Student Routing** and inform your participating students that they are responsible for "routing" the form past their teachers and returning it fully completed to you **before** they will be allowed to attend the event. While on a school-sponsored event, all school rules apply.

**ACTIVITY:** (Circle one)

**DATE OF ACTIVITY:** January 24-25, 2019

Field Trip

Ambassador/Rotary

Student Government

Athletic Competition

Club Activity

Student Council

Band/Chorus/Orchestra

Advisory Council

Adv. Placement Testing

Other: \_\_\_\_\_

**Periods to be Missed** 1 2 3 4 5 6  
(circle all that apply)

**Time leaving if mid-class** \_\_\_\_\_

*G. Jonathan Thomann and Mike Wells*

List of Participants Attached? \_\_\_\_\_

Sponsoring Staff Signature

Assistant Principal/Athletic Director Approval Signature

### **Attendance Office Use:**

Student's who did not attend school-sponsored event were reported to the Attendance Office on: \_\_\_\_\_