



Three Rivers Elementary School

56 Cooper Rd Cleves, Ohio 45002
Office: 513-467-3210 Fax 513-467-0053

TRES Parent Sign Off Form for Out of Town Absence

Student's Name: _____

Dates of Out of Town Absence: _____ - _____

Three Rivers Elementary School and Three Rivers Local School District does not encourage students to miss school for non-emergency trips, but we do allow the absence to be excused one time per year if the following conditions are met:

Notification of Absence:

- I agree to notify the school administration of my child's out-of-town absence before the first missed day of school.

Academic and Attendance Standing:

- I understand that my child must be in good academic standing and have regular attendance to qualify for an excused out-of-town absence.

Family Vacation:

- I confirm that the out-of-town absence is for a family vacation.

Duration of Absence:

- I acknowledge that the out-of-town absences shall not exceed five school days.

Completion of Assigned Work:

- I understand that any work assigned during the absence must be completed and turned in within the same number of days missed (EX. 5 school days to make up 5 missed days)

I acknowledge that failure to comply with the above conditions may result in the out-of-town absence(s) remaining unexcused.

Parent/Guardian Signature: _____ Date: _____

Please return this signed form to the school administration at least 5 school days prior to the out-of-town absence. Thank you for your cooperation.

Administrator Signature: _____ Date: _____