

Excused Absence Due to Trip of Educational Value [EHO Form]

Name:	Grade:
Number of Days Requested: [up to 5 days at one time/10 days maximum for school year]	
Core Curriculum Subject: [select all that apply] English Math Science Social Studies Fine Arts Practical Living/Vocational	
Significant Educational Value of Trip:	
Type of Activities to be Included: [Must include one activity for each day of absence; attach additional sheets if necessary]	
Parent Contract: I, _____, the parent/guardian of _____, do hereby request that my child be excused from school from _____ to _____ in order to attend an educational trip. My signature below confirms that this trip is of significant educational value and I release Anderson County High School and the Anderson County Board of Education from educational responsibilities for my child during this time. I understand that my child will be held responsible for completing any missed schoolwork as assigned by their teachers. Parent/Guardian Signature: _____ Date: _____	
Student Contract: I, _____, understand that I am responsible for any school work missed during the time I am away from school on an educational trip. I also agree that I will complete all assignments and turn them in within three [3] days after returning to school. Student Signature: _____ Date: _____	
Administration Use Only: Status of Request _____ Approved _____ Denied Principal's Signature: _____ Date: _____	

Educational Field Trip Policy

The Educational Field Trip forms [EHO] need to have documentation along with the completed form. Documentation examples are a copy of reservations of hotel, airplane ticket, made in advance receipts of something done while absent that are educational. Documentation can be turned in upon returning the first day back to school, but the EHO form has to be turned in before leaving. It will not be approved until all documentation has been turned in. If documentation is not turned in, the form may be used as a parent note (if a student has parent notes remaining for the trimester). The three-parent note policy per trimester would still apply.

The completed EHO form needs to be turned in at least one week before the first day of the time away from school. This must be done so the principal has time to review and approve the absence. The completed form and documentation must be turned into the main office and given to the attendance clerk for verification [Mrs. Sherry Diaz].

KRS Law requires pre-approval for each EHO and will not be approved after the event has taken place.

The state allows up to ten days per school year to be used with an EHO. However, only five days can be used at one time [unless approved by the Director of Pupil Personnel].