

KEARNS HIGH SCHOOL

Memo No. 27

August, 2016

SUBJECT: EXCUSED LIST PROCEDURE FOR STUDENT ACTIVITIES

The following procedure is to be followed in excusing students from class for activity participation.

1. Faculty advisor/sponsor must obtain the school form from the attendance office.
2. Complete the information requested in detail.
3. LIST STUDENTS AND STUDENT NUMBERS TO BE EXCUSED
4. Obtain necessary administrative signatures.
5. Give list to attendance office secretary
6. Teachers will provide students an Excuse Form at least one week in advance of the trip.
7. Students are to present the form to teachers of classes to be missed. NO LATER THAN CLASS MEETING PRIOR TO THE ONE TO BE MISSED.
8. When signatures are obtained, forms should be returned to sponsor/advisor and kept on file.
9. Advisor/sponsor should also keep a list of those students who are excused and any who do not attend the activity as scheduled. At conclusion of the activity, advisor should notify attendance office of non-attenders.