Please post excused lists in a timely manner (48-72 hours in advance) so teachers whose classes are being missed can make arrangements for make-up work before the activity. Here is what needs to be done:

☐ Check eligibility, fill out form, and get administrator’s signature on form.

☐ Turn this completed form in to Carrie.

☐ E-mail list (send it out to all faculty) to excuse students.

☐ Contact Sherrie Jellum, front office secretary, to make an announcement.

☐ E-mail Melanie Patten at the Seminary (pattenmj@ldsces.org).

Date of Activity___________________________________________

Activity Description__________________________________________

Time Leaving: _________________ Time Returning: _________________

Circle day and period(s) to be missed: A-day/ B-day 1 2 3 4

Faculty Supervisor Name______________________________

Student Name and ID # to be excused (attach another sheet if necessary).

Administrator Signature____________________________ Date _________