



# STUDENT COUNCIL

## *Request to Leave Class*

- Student must be in good academic standing! Student's work must be up-to-date.
- It is entirely at the **TEACHER'S** discretion whether a student is allowed time out-of-class.
- Student is responsible to make up any missed work in a timely manner set by the teacher.
- Students **MUST remain for clean-up** after the assembly, if a student fails to stay for clean-up the absence will **NOT BE EXCUSED**

### STEP 1: REASON FOR YOUR REQUEST & HOURS EFFECTED

Student's Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Amount of Time Requested:

Class(es) Affected: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_ Hour: \_\_\_\_\_  
Teacher's Name: \_\_\_\_\_ Hour: \_\_\_\_\_  
Teacher's Name: \_\_\_\_\_ Hour: \_\_\_\_\_

Reason for the Request:

### STEP 2: ADVISOR'S SIGNATURE

Student Council Advisor Signature (Mr. Eberhard or Mrs. Eberhard)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 3: TEACHER'S SIGNATURE(S) – please do NOT sign without advisor signature first!

Teacher's Signature/Date: (1) \_\_\_\_\_ Date: - \_\_\_\_\_  
(2) \_\_\_\_\_ Date: - \_\_\_\_\_  
(3) \_\_\_\_\_ Date: - \_\_\_\_\_

### STEP 4: SUBMIT TO MRS. BUTLIN AT LEAST ONE DAY BEFORE THE EVENT!

Failure to turn this form into **Mrs. Butlin** in ADVANCE of the event may lead to an unexcused absence instead of a school business absence!