



Notice of Class Absence Due to Student Activities Sponsored Travel

Instructions to students:

Contact your instructor for assignments and to secure permission to make up class work missed
It's your responsibility to make up all class work and inform your instructor(s) prior to traveling
Keep a copy

Student name	
Student ID	
Dates of absence	
Reason for absence	
Club/Organization Name	
Instructor name	
Reference number	
Course ID <small>(MAT, ENC, ...)</small>	
Club advisor name	
Advisor signature	

Notes:

Palm Beach State College Board Policy

TITLE	Field Trips	NUMBER	6Hx-18-2.12
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS, 6A-14.024 FAC		
DATE ADOPTED/AMENDED	Adopted 6/19/2001; Amended 4/8/2008		

Policy:

Field trips are valuable learning experiences when an integral part of a course. The following shall apply to field trips:
E. Students on approved field trips or other official school business or functions should not be marked absent from class.
However, they are required to make up work missed while on the trip.