

North Central State College

STUDENT PARTICIPATING IN A FIELD TRIP

MEMO TO: _____
(Name of Instructor)

FROM: _____
(Name of Instructor)

DATE: _____

SUBJECT: STUDENT PARTICIPATING IN A FIELD TRIP

On (date of trip) _____

(name of student) _____

in (course and section no.) _____

will be attending a field trip to (location) _____

(leave and return times) _____

in conjunction with above-mentioned course. I consider this trip to be an integral part of the course and request that he/she be given an excused absence for that day. Thank you.