



**SCHOOL BUSINESS APPROVAL FORM
ABSENCE AND EXPENSE DOCUMENTATION
AMERICAS HIGH SCHOOL**

REQUESTOR'S NAME: _____ DATE: _____

PURPOSE OF ABSENCE: _____

LOCATION OF WORKSHOP: _____

IF NOT ATTENDING A WORKSHOP IS THE EVENT

____EXTRA-CURRICULAR ____FIELD TRIP (SUBS NOT PROVIDED, FIND COLLEAGUE TO COVER)

NAME OF TEACHER WHO WILL COVER YOUR CLASS _____

DATE OF EVENT: _____ OUT OF SCHOOL FROM _____ TO _____ AM/PM

ACCOUNT TO PAY FOR EXPENDITURES _____

- REGISTRATION FEE \$ _____ ATTACH REGISTRATION INFORMATION
- TRANSPORTATION \$ _____ ATTACH BUS REQUEST FORM

DESCRIBE EVENT FOR WORKSHOP

DESCRIBE EDUCATIONAL BENEFIT TO STUDENTS FOR FIELDTRIP

DEPARTMENT CHAIR APPROVAL (NEEDED BEFORE SUBMISSION) _____

PRINCIPAL APPROVAL _____