**Capstone 2018-19**

***Form to Excuse Senior from Class for Capstone Field Work***

**SMSA students are only allowed to miss class time for capstone field work if the following criteria are met:**

* **Capstone Teacher is aware of the capstone field work and believes it is a valuable experience for the senior student.**
* **Parent permits student to miss class time for capstone field work.**
* **Student must be in GOOD standing both in ATTENDANCE and ACADEMICALLY, in the class or classes they are going to miss.**
* **If the student needs to leave the school, administration must approve as well as a parent, and documentation must be given to the secretary of this permission prior to the leave.**

***Classroom Teacher - By initialing next to your course, you are confirming that the senior student is in good standing academically and does not have any issues with attendance. The student will indicate what time they will need to leave the class and when they will return and on what dates.***

**Block 1 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Title of Course Signature of Teacher date and time***

**Block 2 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Title of Course Signature of Teacher date and time***

**Block 3 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Title of Course Signature of Teacher date and time***

**Block 4 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Title of Course Signature of Teacher date and time***

**Block 5 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Title of Course Signature of Teacher date and time***

***Senior Seminar Teacher – By signing below, you are aware that your senior is working on their capstone fieldwork during the school day, and that it is a valuable learning experience.***

***Senior Seminar Teacher***

***Parent Permission – By signing below, you are giving your student permission to miss part or all of their school day to complete capstone field work.***

***Signature of Parent***

***Name of Student***

***Student – By signing below you recognize that ALL assignments and work missed during class must be made up. Students will NOT be exempt from class work, and the teacher can withhold permission to leave class any time the student fails to complete class work, or their grade begins to fall.***

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***Name of Student***

***Description of Field Work:***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Administrative Signature***