Windthorst Independent School District

Release for Extra-Curricular Activities

Part I: This form must be signed first by the Teacher/Sponsor and approved by the Campus Principal to authorize release of students from class to participate in the extra-curricular activity/event.

Name of Organization: _____ Teacher/Sponsor: _____ Phone: _____

Activity: _____ Location: _____

Please release the following student(s) on _____(dates) Time of Release: _____

_____ _____ _____ _____
Teacher/Sponsor Date Administrator Approval Date

Part II: For TEA audit purposes, Sponsors/Teachers MUST take attendance by marking a check ☑ in the Present column for those students in actual attendance on the trip and an ☒ in the Absent column for students who did not attend. Submit the form to the Attendance Office within two (2) working days upon return from the activity to update student attendance codes/records.

LIST NAME OF STUDENTS AUTHORIZED FOR RELEASE/PARTICIPATION				ATTENDANCE VERIFICATION	
LAST NAME	**FIRST NAME**	**STUDENT ID #**	**GRADE LEVEL**	**PRESENT**	**ABSENT**

I certify the attendance marked is accurate and correct in accordance with TEA guidelines.	**Teacher/Sponsor's Signature:**	**Date:**

TEA AUDIT DOCUMENT: RETAIN IN DAILY ATTENDANCE WORK FOLDER

LIST NAME OF STUDENTS AUTHORIZED FOR RELEASE/PARTICIPATION				ATTENDANCE VERIFICATION	
LAST NAME	FIRST NAME	STUDENT ID #	GRADE LEVEL	PRESENT	ABSENT

I certify the attendance marked is accurate and correct in accordance with TEA guidelines.	**Teacher/Sponsor's Signature:**	**Date:**

TEA AUDIT DOCUMENT: RETAIN IN DAILY ATTENDANCE WORK FOLDER