

# Trinity Area School District Educational Tours/Trips Request Form

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ HR. Teacher \_\_\_\_\_

Trip Dates: \_\_\_\_\_

Trinity Area School District Policy regarding Educational Tours/Trips:

1. Educational tours or trips will be considered for approval if the Superintendent or his/she designee determines that such tour or trip will be of educational significance to the student and complies with this policy.
2. All requests shall be submitted to the building administrator at least two (2) weeks prior to the date of the tour or trip.
3. Educational tours or trips shall not be approved during the final two (2) weeks of the school term unless extenuation circumstances exist.
4. Students with poor academic records and/or poor attendance will not be considered.
5. All school work missed during the approved tour or trip shall be made up on the initiative of the student and the reasonable convenience of the teacher.
6. If the principal denies a student's educational tour or trip request and the student still leaves, the student will receive an unexcused absence, which will count toward the student's cumulative absence total for the year.

Reason why this Trip/Tour could not be taken on days when school is not in session:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain in detail the educational significance of the Trip/Tour:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(No student will be approved beyond a total of 10 days for the school year)

\_\_\_\_\_  
Signature of Parent or Guardian

**Office Use Only:**

Request for excused absence is:      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

# Trinity Area School District Educational Tours/Trips Request Form

Students at the High School Level must have their teachers sign below to acknowledge that the student will be absence and for the student to collect any missed work while being absence.

**SUBJECT**

**TEACHER SIGNATURE**

Period 1 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 2 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 3 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 4 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 5 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 6 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 7 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 8 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 9 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 10 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 11 \_\_\_\_\_

Teacher \_\_\_\_\_

Period 12 \_\_\_\_\_

Teacher \_\_\_\_\_