



# MANHEIM CENTRAL SCHOOL DISTRICT

## EDUCATIONAL TOUR OR TRIP FORM

Students may be excused for educational experiences such as non-school sponsored sports, hunting, farm show, theater participation, musical events, vacations or trips. In order to have these absences excused, **this form must be completed by the parent and taken to school at least one week before the scheduled event.** Educational days cannot be excused without **prior** approval. A maximum of five educational experience days will be allowed in one school year. All additional days will be recorded as illegal or unexcused days. Note to parents: It is recommended that these days NOT be scheduled during the first or last three weeks in a school term. **Students must make arrangements for all make up work within two days of returning to school.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Dates of Proposed Absence \_\_\_\_\_

Educational Experience/Itinerary: (please be specific about educational objectives)

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

***To be completed by school personnel***

Number of days absent this year	Excused	_____
	Illegal/Unexcused	_____
	Other	_____

Attendance Recorder's Signature \_\_\_\_\_

Principal, Assistant Principal: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature \_\_\_\_\_ Date \_\_\_\_\_