Family Educational Trip Request Form

Student Name: ____________________________________________________ Grade: __________________

Parent/Guardian Name: ____________________________________________________________________

Period 1 Teacher: ___________________________ Vo-Tech Notified: _____ Yes _____ No _____ N/A

Date(s) of Absences: ___________________________ to _____________________________

Number of School Days to be Missed: ___________________________ Date of Request: _____________

Previous Requested for Educational Trips: (current school year) ______________________________________

SCHOOL DISTRICT POLICY
➢ Educational trips are limited to 7 days per year. Any days missed for travel beyond the 7 days absence will be illegal days if the student's age is 16 or younger, and unexcused days if the student is 17 or older.
➢ All work missed must be completed by the student within 5 days upon returning to school.
➢ The student is responsible for contacting the teacher to request school work and for satisfactorily completing all work missed during his/her absence.
➢ This form must be submitted to the office at least 10 days prior to departure. If the form is not submitted prior to the trip, the days will be considered illegal.

In order for an absence to be considered an “Educational Trip”, the trip must provide exposure to locations or events which will support the district’s curriculum. Parent/Guardian must complete the following questions:

1. What is the destination of your child’s trip? ____________________________________________________

2. What specific educational sites will be explored/visited? ___________________________________________

________________________________________________________

3. What do you expect your child to learn from the trip? ____________________________________________

______________________________ Date: ______________________

Parent Signature: ________________________________________________

Authorization: _____ Yes _____ No

Principal Signature: ______________________________________________ Date: ______________________

(This section for office use only)