

**DOVER AIR FORCE BASE MIDDLE SCHOOL
FAMILY TRIP & SPECIAL EVENT
REQUEST FORM**

PROCEDURE

- 1) Student: Complete all of the PERSONAL DATA and TRIP INFORMATION sections and fill in the "Course" column in the STUDENT SCHEDULE section.
- 2) Parent: Sign in the space at the bottom of the form.
- 3) Teachers: Sign & make comments.
- 4) Principal: Sign & indicate whether trip is approved (considered "Excused" absences) or not approved (considered "Unexcused" absences).

PERSONAL DATA

Name: _____ Grade: _____

Address: _____

_____ Phone: _____

TRIP INFORMATION

Destination _____ Number of school days to be missed _____

Dates of: First day student will be out of school: ___ / ___ / ___

Day student will return to school: ___ / ___ / ___

Educational value of trip: _____

STUDENT SCHEDULE

Per.	Course	Teachers' Signatures	Teachers' Comments
1 st	_____	_____	_____
2 nd	_____	_____	_____
3 rd	_____	_____	_____
4 th	_____	_____	_____
5 th	_____	_____	_____
6 th	_____	_____	_____
7 th	_____	_____	_____

Each teacher must sign above before this request can be acted upon. Teachers should make comments regarding the student's attendance, grade in class and the degree to which the trip may jeopardize the student's performance in class.

Student signature: _____ Parent signature: _____

Principal's signature: _____ Absences will be: Excused Unexcused