



Educational Trip Form

Educational trips should align with scheduled holidays, breaks, and in-service days. The school district has a procedure for parents/guardians to request permission for educational trips for the school year. It's important to note that extended absences may impact a student's grades, as certain class activities like discussions, labs, and group work cannot be replicated. Teachers are not obligated to give assignments to students on vacation in advance. Upon return to school, the student will have two days to make up the work for every one day absent.

Educational trips are limited to six (6) days per year. Telephone requests will not be considered. Families who present the request for prearranged absence less than six (6) full school days prior to the requested absence may be denied the privilege of having the absence considered excused. ([Policy 204: Attendance](#))

The below form must be submitted at least six (6) full school days prior to the requested absence.

Student Name: _____ Grade: _____ DOB: _____

Homeroom (if applicable): _____

Date of absence from: _____ to _____ Total # of Days: _____

Reason for absence:

I have read and agreed to the above requirements for the requested absence and understand that the student must complete all work assigned upon their return to school.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Principal's Signature

Date