

ADMINISTRATIVE REGULATION

APPROVED: August 12, 2019

REVISED:

204-AR-9. REQUEST FORM FOR
NONSCHOOL-SPONSORED EDUCATIONAL TRIPS

The School Board and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a nonschool-sponsored **educational** trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204. Attendance and the **district's attendance procedures**.

If you have any questions or require assistance, please contact the **building** principal of the school which your child attends.

Sincerely,
Erin Keating, Ed.D.
Superintendent of Schools

REQUEST FORM

Name of Person in Parental Relation: _____ Phone: _____

1. Destination: _____

2. Day(s) the student(s) will be missing school: _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.

4. State the reasons why the educational trip cannot be taken on days when school is not in session.

5. Student will be accompanied by the person in parental relation. Yes _____ No _____
Student will be accompanied by _____.

6. Name(s) of school age students attending the trip and the building to which assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE RETURN TO THE BUILDING PRINCIPAL.

Person in Parental Relation Date

Building Principal Date



Director of Leadership & Accountability Date _____ Approved _____ Disapproved

Chief Compliance Officer Date _____ Approved _____ Disapproved