CAMPHILL SCHOOL DISTRICT
EDUCATIONAL (PREARRANGED) TRIP REQUEST FORM

Parents, during the school year, shall be permitted to request that their child be excused from school attendance to participate in an education tour or trip, not sponsored by the District. If approved these absences will be considered excused. **Such requests MUST be made at least one (1) week in advance of the trip by completing this form.**

The form will be reviewed by the principal, who will then act on the educational merit of the trip, the academic record and the attendance record of the student.

NO MORE THAN FIVE (5) DAYS SHALL BE APROVED DURING A GIVEN SCHOOL YEAR.

NO TRIPS WILL BE APPROVED DURING STATE OR FINAL ASSESSMENT WINDOWS.

A trip that is not approved will be considered unexcused. Work may be made up at the principal's discretion.

Students should see teachers prior to the trip in order to secure any work which can be completed while on the trip. Students are responsible to make up all work missed while on the prearranged trip.

Homeroom Teacher:_____

Student Name:_____ Grade:_____

Trip Dates:_____ Destination:_____

First trip this school year: Yes_____ No_____

Educational benefits derived from this trip:_____

_____

A request form must be submitted to the appropriate office for each child in the District attending the trip. Please list the name(s) and grade(s) of other children participating:

_____ _____ _____

Signature of Parent:_____ Date:_____

OFFICE USE ONLY

_____Approved _____Not Approved/Day Not Approved

Signature of Principal:_____ Date:_____