



# REQUEST FOR EDUCATIONAL FIELD TRIP

If the student has three ( 3) or more unexcused absences at the time of the trip request, the building principal will not approve it. Please follow instructions below:

1. Take home to be completed and signed by parent/guardian and student.
2. Return form to the attendance office to be approved by Principal.
3. You will be called back to the attendance office once your field trip is approved or disapproved.
4. You will then get signatures from your teachers.
5. You must return the form to the attendance office before you leave on your trip.

Field Trip Summary must be returned to the attendance office within five (5) days after return. Explanation of the Educational Field Trip policy can be found at MVSD.net Policy #204.

Students will be limited to a maximum of **FIVE (5) school days** per school year for educational trips.

**STUDENT NAME:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_

**GRADE :** \_\_\_\_\_ **HOMEROOM #:** \_\_\_\_\_ **TOTAL # OF SCHOOL DAYS MISSED FOR TRIP:** \_\_\_\_\_

**DEPARTURE DATE :** \_\_\_\_\_ **DATE RETURNING TO SCHOOL:** \_\_\_\_\_

**TRIP DESTINATION:** \_\_\_\_\_

**STATEMENT EXPLAINING THE EDUCATIONAL VALUE OF THE TRIP FOR THE STUDENT:**

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**TEACHER NOTIFICATION (Student must get signatures from all teachers after administrative approval.)**

Homeroom _____	Period 5A _____
Period 1 _____	Period 6 _____
Period 2 _____	Period 7 _____
Period 3 _____	Period 8 _____
Period 4A _____	Resource Per. _____

Upon return from the Educational Field Trip, each student must complete and return a **FIELD TRIP SUMMARY**

**REPORT**, which needs to be handed in within **five (5)** school days for the days to be counted as excused.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **OFFICE USE ONLY**

**NUMBER OF SCHOOL DAYS MISSED PRIOR TO THE TRIP :** \_\_\_\_\_ **DATE FIELD TRIP SUMMARY REPORT IS DUE:** \_\_\_\_\_

**ADMINISTRATIVE SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved**

**Not Approved**

