ELEMENTARY STUDENT APPLICATION FOR EDUCATIONAL TOUR OR TRIP
(Board Policy #204)

Part 1: To be completed by Parent or Guardian.

Student's Name _____ Student # _____ Telephone _____

Address _____ Zip Code _____

School _____ Grade _____ Homeroom Teacher _____

Travel destination/temporary address _____

Date(s) student will be absent from school _____

Were prior requests granted during school year? ____ Yes ____No Dates_____

Please explain the purpose of the trip or tour _____

_____

Itinerary _____

_____

Adult(s) accompanying the student _____

Reason trip cannot be taken when school is not in session _____

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable time period, as designated by his/her teacher(s).

Date _____ Signature of Parent/Guardian _____

Part 2: To be completed by student's teachers and signed by the parent or guardian.

Teacher	**Subject**	**Comment/Assignments**	**Due Date**

I have reviewed the teacher's comments and again give my approval.
Signature of Parent/Guardian _____

Part 3: To be completed by the building Principal. Please check one: _____ Approved _____Disapproved

Reason for disapproval _____

Signature of Principal _____ Date _____

Educational Tour or Trip
Please refer to School Board Policy #204

Request for Excuse

The parent(s)/guardian(s) of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the Principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least one week prior to the date on which the student seeks to be excused for compulsory attendance. If a student will be absent for more than ten (10) school days, the student will be removed as a full-time student. The family will need to reenroll the child upon return.

Administrator's Discretion

The Principal of the school shall exercise discretion whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of Highlands School District to discourage excused absences for educational tours or trips during the school year.

Assignments

Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments for the period of absence during an approved education tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time, designated by the teacher(s).

Return to School

The student shall return to school on the first scheduled school day after the excused absence or date previously specified by the building Principal.

Implementation

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships and avoid excessive absence.