

EDUCATIONAL TRIP REQUEST

Educational Trips:

All educational trips require PRIOR approval, or absences will be counted as unexcused. The maximum number of days given approval for an educational trip is five days per school year. Requests for educational trips must be submitted in writing and may under certain circumstances be denied (refer to page 2 of the Student Handbook). You may use the form below.

Note: After approval, arrangements should be made with the homeroom teacher to secure homework and assignments for the period of time the student will be absent. In addition to homework and assignments from the teacher, please have your child keep a daily journal to share with the classmates upon return to school.

Parents: Please return this form to the School Office for principal approval when requesting an educational trip.

I hereby request permission for my child to participate in an educational trip as follows:

Student's Name: _____ Grade: _____

Date(s) of Educational Trip: _____

Educational Trip Destination: _____

Explanation of Educational Merit: _____

Parent/Guardian Signature

PRINCIPAL APPROVAL:

Student is approved for _____ educational trip days as long as their combined educational and non-educational absences do not exceed the 10-day maximum at the time of the five day or less educational trip. **If your child is out sick before your educational trip, please call the school a few days prior to leaving to confirm the total number of approved days as that number could be impacted.**

Date: _____ Principal's Signature: _____

Homeroom Teacher: Send the original to the office once received. When the approved/disapproved copy is returned, please send it home with the student.