Danville High School

# Educational Travel

This form should be completed and signed by a parent/guardian prior to obtaining teacher signatures. This practice allows teachers and students to begin planning for missed work. It is to be understood by each student and parent that classwork missed during the period of absence will be made up. The completed form must be submitted to the main office **five (5) days prior** to the date of departure. Trips will not be approved for students who have accumulated ten (10) or more absences for any reason.

Name of Student: _____ Grade: _____

Dates of Trip (Maximum of 5 school days): _____

Destination: _____

Reason for Request: _____

_____

Parent(s) or person(s) who will accompany your child: _____

_____

_____ _____

Parent/Guardian Signature Date

**(Please have teachers sign on the reverse side before returning the form to the office).**

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**Office Use Only**

Number of Days Absent this Year: _____ The student is passing all courses: Yes No

- ☐ Criteria has been met. I approve of this educational trip.
- ☐ All of the criteria HAVE NOT BEEN met to approve educational travel. I cannot approve this trip for the reason stated below.

Reason for denial of trip: _____

_____

_____

Administrator's Signature

| Periods | Teacher Signatures |
|---|---|
| Period 1 | |
| Period 2 | |
| Period 3 | |
| Period 4 | |
| Period 5 | |
| Period 6 | |
| Period 7 | |
| Period 8 | |