MANHEIM CENTRAL SCHOOL DISTRICT

EDUCATIONAL TOUR OR TRIP FORM

Students may be excused for educational experiences such as non-school sponsored sports, hunting, farm show, theater participation, musical events, vacations or trips. In order to have these absences excused, **this form must be completed by the parent and taken to school at least one week before the scheduled event.** Educational days cannot be excused without **prior** approval. A maximum of five educational experience days will be allowed in one school year. All additional days will be recorded as illegal or unexcused days. Note to parents: It is recommended that these days NOT be scheduled during the first or last three weeks in a school term. **Students must make arrangements for all make up work within two days of returning to school.**

Student Name _____ Grade _____

School _____ Teacher _____

Dates of Proposed Absence _____

Educational Experience/Itinerary: (please be specific about educational objectives)

_____

_____

_____

Parent Signature _____ Date _____

To be completed by school personnel

Number of days absent this year

Excused _____
Illegal/Unexcused _____
Other _____

Attendance Recorder's Signature _____

Principal, Assistant Principal: _____ Approved _____ Disapproved

Signature _____ Date _____