

EDUCATIONAL TRIP REQUEST FORM

State attendance regulations now permit students to be excused from school for educational travel upon receipt of a valid written request from the parents. Each trip will be evaluated by the school administrator. In order to facilitate the written request please complete the following information. Additional information regarding the proposed itinerary may be added on the back of this form. Students are responsible for work missed and should make arrangements with the teachers at least one week before leaving. Students are required to do a daily journal and submit it to their homeroom teacher when they return. Please refer to the section on "Excused Absences" in the student handbook for more information. A maximum of 5 excused days is allowed per school year.

Name of Student _____ Grade _____

Homeroom Teacher _____

Dates of Trip: _____

Number of school days to be missed: _____

Destination: _____

Proposed Itinerary and educational element: _____

Parent's Signature _____ Date _____

☐ Trip Approved

_____ Days Excused

_____ Days Unexcused

☐ Trip Not Approved

Administrator Signature

Date