

Belleville Mennonite School
Educational Trip Application 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.

NOTE: A maximum of 5 (excused) days is allowed per school year.

Name of Student _____ Grade _____

Homeroom Teacher _____

Dates of Trip: From _____ to _____

Number of school days to be missed: _____

Destination _____

Proposed Itinerary _____

Parent's Signature _____ Date _____

_____ Approved _____ Disapproved _____

Administrator's Signature

_____ Excused _____ Unexcused _____ Date _____