

**Educational Trip Request Form**  
**Return the completed form to the building principal five**  
**(5) school days prior to the first day of the planned trip.**

A student is permitted to participate in family educational trips during the school year totaling five (5) school days, which include *Take Your Child to Work Day*. No one single trip may exceed five (5) school days; additional days will be unexcused. The student's absences will be considered excused if parents or guardians follow the requirements below.

- A parent may not assume an educational trip has been approved until this form has been fully completed, submitted to the principal five days prior to the beginning of the trip, and returned to the parent / guardian.
  - Parents / guardians should avoid educational trips during the first five (5) days and last five (5) days of the school year.
  - School work missed because of an approved educational trip is the responsibility of the student. School work that is completed and submitted to the teacher within five (5) days of returning from the trip will be accepted by the teacher. Any schoolwork submitted more than five (5) school days after returning from an educational trip will not be accepted.

If a parent / guardian selects to have his child participate in an educational trip without prior administrative approval, the absence(s) will be considered unexcused or unlawful. Academic work may not be made up during an unexcused / unlawful absence.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher / ~~Home~~room / First period class: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Number of days to be absent from school: \_\_\_\_\_

Dates of absences: \_\_\_\_\_ Through \_\_\_\_\_

Other children attending the trip: \_\_\_\_\_

If yes, grades / teacher. \_\_\_\_\_

Trip destination: City: \_\_\_\_\_ State: \_\_\_\_\_  
Sites(s) of interest / educational value of the trip: \_\_\_\_\_

Parent / Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Documented Attendance**

Current school year. \_\_\_\_\_

Excused absences: \_\_\_\_\_ Unexcused absences: \_\_\_\_\_

Excused Tardy to school: \_\_\_\_\_ Unexcused tardy to school: \_\_\_\_\_

**Previous Educational Travel This School Year**

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Request acceptance:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Reason for disapproval: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy - Parent  
Original — Cumulative file