



Request for Excused Absence From School For a Pre-planned Educational Tour or Trip

If there is more than one child in a family, from more than one building, only one form needs to be completed and returned to the oldest child's principal **ten days before the trip.**

Name(s) of student(s) _____ Grade _____ Building _____
_____ Grade _____ Building _____
_____ Grade _____ Building _____

Date(s) of proposed absence _____ to _____

Person(s) directing and/or supervising student(s) during above absence:

Name _____ Telephone Number _____

Address _____

Parent/Guardian _____ Telephone Number _____

Parent/Guardian Address _____

Itinerary of Trip - Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

We have read the school policy and guidelines, and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines. (Policy 9.27)

Parent/Guardian Signature(s) _____ Date _____

The School District will approve educational trips up to a maximum of five (5) school days per student per school year. No trip will be approved for excused absences after the trip has been taken.

For school use only:

Prior Requests _____ Dates _____

Approved _____

Conditionally Approved _____

Not Approved _____

Building Principal _____ Date _____

Director of Instructitonal Services _____ Date _____