



## 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.

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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 \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_