

EDUCATIONAL TRIP FORM

Educational trip days are considered an absence from school. Educational trips scheduled during the school terms are limited to a maximum of five (5) days. These five days may be taken in no more than two (2) trips per school year. Any days taken over five days will be marked as an unexcused absence and must be approved by the Principal. A request form must be submitted five (5) days prior to the trip. Trips will not be approved during the final two weeks of the school term if final exams are scheduled.

NAME OF STUDENT(S)	GRADE	TEACHER
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian: (print) _____ Phone: _____

Parent/Guardian Signature: _____

Date (s) of Requested Absence:

From: _____ To: _____ Total School Days: _____

Return to school date: _____

Destination and description of Activities: _____

Educational Benefit: _____

I certify the above information to be correct and request permission be granted for the trip/activity described

Parent/Guardian Signature

Date

Approved: _____

Disapproved: _____

Reason for Disapproval: _____

- Teachers are not responsible for advanced assignments. (See "Educational Trip" in handbook.)

Patricia Byrnes, Principal

Date