

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED EDUCATIONAL TRIP

Note: Return completed forms to the principal's office at least one week before making final arrangements for travel. All schoolwork missed during this absence is to be provided by the teacher and submitted on the day of return.

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

_____ Grade _____

_____ Grade _____

Date(s) of proposed absence _____ to _____

(NOT TO EXCEED 5 DAYS FOR THE ENTIRE SCHOOL YEAR)

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

Name _____

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.

DATE _____ PARENT SIGNATURE _____

For school use only:

Prior requests _____ Dates _____

Determination: Approved _____ Conditional Approval _____

Not Approved _____ Comments _____

Date _____ School Official _____