

THE FOLLOWING PROCEDURE MUST BE FOLLOWED WHEN A STUDENT WILL BE ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP.

1. The bottom portion of this form should be completed and returned to the office at least one week prior to the trip. The parent must include a brief explanation about the purpose of the trip.
2. The student shall secure classroom assignments prior to the trip and must complete all work missed. The completion of the work is at the discretion of the teachers.
3. The student must complete a written report and submit it to the office within two weeks of the student's return to school. The report must be at least one page long and reflect on what the student learned from this trip.
4. If permission is granted and the procedures followed, the days of absence will be counted as excused absences on the student's official attendance record.

Note: Approval of educational trips is at the administration's discretion based on a student's attendance, discipline, and academic records. No more than five school days are usually ever approved during a school year for an educational family trip. When administration has approved the trip, a copy of the signed approval will be returned to the student.



_____ Student's Name	_____ Grade	_____ Homeroom Teacher
_____ Trip Dates	_____ Destination	

Please give a brief description of the "educational family trip": _____

_____ Parent Signature	_____ Date
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FOR OFFICE USE ONLY

[Trip Approved] Trip denied because

_____ Administrator Signature	_____ Date
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