

Trip Request Form

We recognize that from time to time parents wish to take their children along on a trip. Because of the importance of school attendance and the strong relationship between attendance and academic performance, we encourage families to take trips when school is not in session. When this is not possible, the following guidelines must be followed in order for the trip to be approved as an excused absence.

1. Excuses for the trip must be approved in advance of the trip.
2. Trips must be for a limited number of days.
3. The student's attendance and academic progress must be satisfactory.

Student Name(s): _____

Date(s) the student(s) will be absent from school: _____

Description of the trip or educational experience: _____

Parent Signature: _____

Date: _____

Approved

Not Approved

Remarks: _____

Signature of Principal: _____

Date: _____

CC: Parent
File