

## 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.
4. The student is responsible to make-up all school work missed during the trip. The parent should request from teachers any work that can be completed in advance of the trip or during the trip when possible. Any other work will need to be completed when the student returns.

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