

Student Educational Trip Request Form

This form must be completed **at least two weeks** prior to departure. A maximum of **5 days per school year** will be considered as excused absences. All school work and tests missed during an approved trip shall be made up at the initiation of the student and reasonable convenience of the teacher. Work that is not made up shall count as a failure. All work assigned prior to the trip must be returned the first day back or will be counted as a failure.

Date Submitted	
Student's Name	
Student's Grade	
Student's Teacher	
Absence Dates	From: _____ To: _____
Total # of days absent	
<p>Please explain why you believe this absence should be considered an excused absence.</p>	
Parent's Signature	
Teacher's Signature	
Principal's Signature	
Disposition	Approved Denied
Date	