

REQUEST FOR EDUCATIONAL TRAVEL

As outlined in the student handbook, students who have been excused from school for approved educational travel shall be marked absent from school on those days and will count towards the 25 day limit established in the District's Attendance Policy. **Please be advised, after 10 days of absences, including educational travel, medical documentation will be necessary for further absences.** No more than a total of five (5) school days for the purpose of educational travel; during any one school year are permitted. Permission must be received from the principal and the superintendent prior to the trip. **Please list only one student per form**, copies of this form may be made if necessary. Please return this form to the principal's office two weeks before the scheduled travel dates.

Student's Name: _____ Homeroom: _____ Grade: _____

Parents/Guardian Signature: _____

Address: _____

Phone: _____

Educational Places to be visited (Attach additional sheet if necessary):

Additional comments (Attach additional sheet if necessary):

Dates of Trip From: _____ to include _____

To be completed by the Building Principal **prior** to submission to Superintendent:

_____ Number of Days _____ Approved _____ Not Approved

Principal's Signature: _____

To be completed by the Superintendent:

_____ Approved _____ Not Approved

Superintendent's Signature: _____