



**Application To Excuse A Family-Sponsored Educational Trip**

It is the parents' responsibility to plan worthwhile objectives and activities for a family-sponsored educational trip. Information must be completed in full by the parent.

This form must be submitted five days prior to the trip. Prior approval must be obtained before absences can be excused.

Student Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Number of Days to be Missed \_\_\_\_\_ (A maximum of 5 days will be excused per year.)

Educational Purpose/Objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activities to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up documentation to indicate successful achievement of objectives is to be submitted upon return to school.

Classroom Teacher: \_\_\_\_\_ Approval of Principal: \_\_\_\_\_

Trips are discouraged during the first week of school, the last week of school, and during the week of testing.

