

A student will be permitted to take **one** educational trip per year provided the parents/guardians comply with the following guidelines:

1. When an educational trip requiring a student to be absent from school is planned, an Educational Trip Request form must be completed by the parent/guardian and returned to the main office **at least one week prior to the trip**. The "Student Educational Trip Request" form is available in the main office.
2. The properly filled out form must include an itinerary of the trip and the educational value to the student.
3. The student is responsible for making the necessary arrangements with his/her teachers, prior to the trip, to make up all work necessary to meet course requirements.
4. **Neglecting to gain prior approval and/ or the student's failure to get assignments will result in the recording of the days missed as "unexcused absences" and missed work will be graded with zeros.**
5. Upon the student's return to school, he/she must present an **educational trip log** to the Main Office detailing the daily events and their educational value to the student. **The trip will not be listed as "excused" unless this documentation is completed by the student, turned in and approved within three days of the student's return to school.**

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATIONAL BENEFITS STUDENT WILL RECEIVE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF FIRST DAY STUDENT WILL BE ABSENT FROM SCHOOL \_\_\_\_\_

DATE STUDENT WILL RETURN TO SCHOOL \_\_\_\_\_

PLACE(S) TO BE VISITED: \_\_\_\_\_

DATE \_\_\_\_\_ PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

APPROVED/DISAPPROVED

PRINCIPAL/ASSISTANT PRINCIPAL SIGNATURE

DATE \_\_\_\_\_

\_\_\_\_\_