



SAYRE AREA JR. /SR. HIGH SCHOOL STUDENT EDUCATIONAL TRIP REQUEST

A student will be permitted to take **one** (1) educational trip per school 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 a "Student Educational Trip Request" form must be completed by the parent/guardian and returned to the main office. This request must be submitted **at least one week prior to the start date of the trip**. Student "Educational Trip Request" forms are available in the Main Office or online at www.sayresd.org
2. All the information on the request form must be completed and indicate why the parent/guardian believes the trip will benefit the student educationally.
3. The student is responsible for compiling, with his/her teachers prior to the trip, all future assignments necessary to maintain a passing grade.
4. Neglecting to gain approval, the student's failure to get assignments or not submitting the "Educational Log" will result in the recording of "unexcused absences" for the school days during which the educational trip transpired. Zeros for any work or tests assigned during the duration of the trip will be assigned for any of the previous conditions.
5. On the **first day** of the students return to school he/she must present, to the main office, a **typed** "Educational Trip Log". **The log is to include a documentation of an online search, conducted prior to travel, identifying educational attractions or events within the planned area of travel.** Documentation such as brochures, tickets or receipts are to be included with the log. The "Educational Log" is to be a work in progress and is to be maintained during all phases of the trip.
6. A detailed itinerary, beginning with the first day of travel must be included. Such data as miles traveled each day, amount of gasoline purchased, travel expenses and times of arrival and departures should be maintained. This data is to be used to calculate such information as the automobiles gasoline consumption in miles per gallon, total cost of trip, and the length of time spent for educational enhancement.

Student's Name: _____ Grade: _____

Print Name of Parent/Guardian: _____

Street Address: _____ Phone#: _____

Educational value of trip: _____

Date of first day student will be absent: _____

Date student will return: _____

Places to be visited: _____

Date submitted: _____

Parent/Guardian Signature: _____

APPROVED DISAPPROVED

Date _____

Principal/Assistant Principal Signature 9/15/2010