

204-AR-9. REQUEST FORM FOR EDUCATIONAL TRIPS

August 2015

Dear Parent/Guardian:

The School Board members and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a non-school-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204, Attendance and the corresponding Administrative Regulations.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Sincerely,

Superintendent

REQUEST FORM

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

- 1. Destination: \_\_\_\_\_
- 2. Day(s) the student(s) will be missing school; \_\_\_\_\_
- 3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value. \_\_\_\_\_
- 4. State the reasons why the educational trip cannot be taken on days when school is not in session \_\_\_\_\_
- 5. Student will be accompanied by parent or guardian. Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. Name(s) of school age students attending the trip and the building to which they are assigned:  

Student	Grade Level	Building
_____	_____	_____
_____	_____	_____

PLEASE RETURN TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.

\_\_\_\_\_  
Parent/Guardian Date

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Date