



Application for Non-School Sponsored Student Educational Trip

Requests will be approved only if it can be determined that such trip/tour is of educational value to the student. Requests shall be made at least two (2) weeks prior to the date of the tour or trip. Satisfactory academic achievement will be considered in the approval of such a request.

Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two (2) weeks of the school term. Educational trips will not be approved for absence during any scheduled standardized test(s) or comprehensive teacher's exams (midterms/finals).

If more than one (1) child in a family will be taking the tour or trip, the request must be sent separately for each child.

Unless there are unusual or emergency circumstances, this absence will not be approved if the student has exceeded ten (10) absences in the current school year.

All schoolwork must be picked up by the student prior to departure and turned in complete within five school days. All teachers and the building principal must sign this form indicating the student has requested the work for the travel date(s) indicated. **All three sections must be completed.**

Part I

Student's Name: _____ Grade Level: _____

Total Number of Absences to Date: _____ Excused _____ Unexcused _____

Dates of Educational Trip: _____ Is this trip for a college visit? Yes No

Educational Destination: _____

Please explain the educational value of this requested trip: _____

It is my understanding that my child will contact his/her teachers at least 5 school days prior to the departure date to determine what requirements or assignments must be completed in order to be compliant with the approval for this trip. It is my understanding that all work must be completed and turned in within five school days of the return date. Work that is not submitted in this timeframe may result in no credit or partial credit at teacher discretion

Parent(s) Name: _____ Phone # _____:

Parent Signature: _____ Email: _____

See other side

Part II

Class Period	Class Title	Teacher Signature	Teacher Concerns

Part III

Approved: _____ **Not Approved:** _____

Principal Signature: _____

Reason for Disapproval:

___ **Excessive Absenteeism**

___ **Poor academic Performance (grade report attached)**

___ **Standardized Tests/Comprehensive Exams**

___ **Other:** _____