



DISTRICT ADMINISTRATION OFFICE
227 NICHOLS STREET
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EVERY CHILD,
EVERY OPPORTUNITY,
EVERY DAY...
STRIVING FOR SUCCESS

REQUEST FOR APPROVED EDUCATIONAL FIELD TRIP

Upon written request of the parent(s) or guardians, a student may be excused by the principal for an educational field trip for a period of time not to exceed ten (10) school days. Prior approval must be obtained from the principal. If the time period will exceed ten (10) school days, Board approval must be obtained. The student shall be required to obtain all assignments in advance.

Please complete the section below, so we are able to make a determination as to whether your request will be considered an excused absence.

_____ Student's Name _____ Homeroom - Teacher

Date(s) of requested absence: _____

Please describe the trip and the educational value:

Brothers or sisters in other buildings: Yes _____ No _____

If yes to above, please indicate building(s): _____

_____ Parent's Signature _____ Date

_____ Parent's Phone Number

_____ Approved - Lawful absence _____ Not Approved - Days taken will be marked