



REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP

If there is more than one child in a family, only one form needs to be completed and returned to the principal five days before the trip.

Name(s) of student(s): _____ Grade: _____

Grade: _____

Grade: _____

Grade: _____

Date(s) of Proposed Absence: _____ to _____

Person(s) directing and/or supervising student(s) during above absence:

Name: _____ Telephone No. _____

Address: _____

Itinerary of trip. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

We have read the attached school policy and we are aware of the responsibility to contact our child's teacher(s) upon returning from the trip.

Parent/Guardian Signature _____ Date: _____

Principal Signature _____ Date: _____