

# Request for Educational Tours and Trips

(Submitted to the Administrator five days in advance.)

This form should be used to request an absence for your child. If more than one child is involved, please indicate the names of all children.

Name of Student _____	Grade _____
Name of Student _____	Grade _____
Name of Student _____	Grade _____
Name of Student _____	Grade _____

Dates of Absence: From \_\_\_\_\_ to \_\_\_\_\_

Number of days absent from school \_\_\_\_\_

Brief description of the trip (including the location) \_\_\_\_\_  
\_\_\_\_\_

Educational value of the trip/reason for taking the tour/trip during school time:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED.  
You will be notified if this educational tour or trip will not be an excused absence.

For Office Use Only

Date application received \_\_\_\_\_

Number of absences to date: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Conference Requested

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date