



APPLICATION FOR PERMISSION FOR STUDENTS TO BE EXCUSED DUE TO AN EDUCATIONAL TRIP OR TOUR

This form must be completed and submitted to the Principal at Least Ten (10) school days prior to the date of the educational trip. Please complete one form per child.

Important note: any absences that occur after ten cumulative absences in one school year require a written note from a licensed physician in order to be considered excused. Approved educational trips count toward the ten day total. If a student has unlawful absences as of the date of this request or if the educational trip will cause the student to exceed the ten day limit of absences, the trip will not be approved.

STUDENT'S NAME: _____ **Grade:** _____

Homeroom Teacher's Name: _____

Date(s) of Absence: _____

Destination of Educational Trip or Tour: _____

Please explain the educational benefits to be derived from this trip or tour: _____

Parent(s) / Guardian(s) Name: _____ **Telephone:** (_____) _____

Address: _____

Date of Application

Signature of Parent/ Guardian

FOR OFFICE USE ONLY:

Date application received: _____ Number of student absences to date: _____

_____ Approved _____ Not Approved

Principal's Signature: _____ Date: _____