

EDUCATIONAL TRAVEL FORM

State attendance regulations now permit students to be excused from school for educational travel upon receipt of a valid written request from the parents. Each trip shall be evaluated by the school administrator.

In order to facilitate the written request please complete the following information. Additional information regarding the proposed itinerary may be added on the back of the form. It is to be understood by each student and parent that class work missed during the period of absence will be completed within a reasonable period of time. Students are required to keep a daily journal that must be given to the homeroom teacher upon return to school.

Name of Student _____ Grade _____

Homeroom Teacher _____

Dates of Proposed Absence _____

Proposed Itinerary _____

Parent's Signature _____ Date _____

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____ Approved ____ Disapproved _____

Administrator's Signature

____ Excused ____ Unexcused _____

Date