

ELEMENTARY EDUCATIONAL TRIP FORM

Because of the importance of class attendance, the school district does not recommend lengthy student absences whether excused or unexcused. The policy for Educational Tours and Trips – not school sponsored – is as follows:

- A determination by the principal that the trip is educational and excusable.
- Advance notification of educational trips. Parents must request approval **two weeks** prior to the trip; otherwise, there may be inadequate time to provide assignments.
- A total of **ten** days in any academic year will be excused for educational trips. Additional absences for educational trips will be unexcused.
- The appropriateness of assignments given will be determined by the teacher and the principal. Teachers may require such assignments as math, written logs, reading, and/or written reports.
- Any exceptions to this policy due to extenuating circumstances must be approved by the assistant superintendent for instruction. Excusal of prolonged absence will be considered on an individual basis.

I. This section to be completed by the parent(s)/guardian(s) and submitted to the child's homeroom teacher at least *two weeks* prior to the trip.

Student Name _____ Homeroom _____ Date _____

Please list other siblings in other schools within the district who will also be on this trip.

Dates of trip: From _____ to _____ Number of school days missed _____

Description of trip: _____

Signature of parent(s)/guardian(s) _____

II. This section to be completed by child's homeroom and math teachers and forwarded to the principal within three days.

Will assignments be given to student to complete while on trip? Yes _____ No _____

If yes, list anticipated assignments and date they must be submitted after the trip:

Signature(s) of teacher(s) _____ Date _____

III. This section to be completed by the principal.

Total number of days student has been absent for educational trips to date: _____

Total days of absence for this trip. _____

Signature of principal _____ Date _____

IV. This section to be completed by teacher(s) after child returns from the trip.

Were assignments satisfactorily completed and submitted on time? Yes _____ No _____

Comments: _____