



## **FAMILY EDUCATIONAL TRIP**

A student will be permitted to take one educational trip per school year not to exceed ten (10) school days, with her/his parents/guardians and receive an excused absence provided parents/guardians comply with the curricular requirements and receive prior approval from the Principal. The Family Educational Trip Form, Sections A and B, should be completed and returned to the Principal's office five (5) days prior to the trip.

A completed request requires the classroom teachers' signatures and that of the building principal indicating that (A) the student is presently in good academic standing and (B) assignments will be given to student to cover class content missed while the student is absent.

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### **Section A (Parents complete this section)**

Pupil's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Parents/Guardians Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates pupil plans to be absent from school: \_\_\_\_\_

Destination: \_\_\_\_\_

Educational Itinerary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

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

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

**Section B (School Personnel to complete this section)**

Teachers and building principal to indicate student's academic standing and that assignments will be given.

Teacher(s) Signatures	Academic Standing/Subject	Assignments Given (please check)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

**Section C (to be completed following the educational trip by the classroom teacher(s) and returned to the building principal)**

Was the required work all completed?

Teacher(s) Signatures	Academic Standing/Subject	Assignments Given (please check)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_