

EDUCATIONAL TRIP FORM

CLAYSBURG-KIMMEL ELEMENTARY

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP

STUDENT'S NAME

GRADE

HOMEROOM TEACHER'S NAME

DATE(S) OF PROPOSED ABSENCE: _____ to _____

GUARDIAN(S) DIRECTING AND/OR SUPERVISING STUDENTS DURING ABOVE ABSENCE:

NAME: _____

ADDRESS: _____

PHONE: _____

ITINERARY OF TRIP: Including experiences which could be educational in nature, and will therefore, provide the child with some valuable experiences outside the classroom.

We have read the educational tour or trip guidelines in the student handbook and are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the guidelines.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

APPROVED _____ CONDITIONAL APPROVAL _____ NOT APPROVED _____

SCHOOL OFFICIAL _____ DATE: _____

NOTE: Failure to submit this form 5 school days prior to the trip may result in the days missed being marked as unexcused. A limit of 10 days per school year may be approved for educational trips. Days beyond 10 will be considered unexcused.