



PARENT SPONSORED EDUCATION TRIP

When considering parent educational travel requests, the administration will review the student's attendance record before approval.

***A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond 10 cumulative days will require an excuse from a physician or will be considered *unlawful*.**

TO BE COMPLETED BY PARENT:

Student Name _____ Teacher Name _____

Date of Trip _____ Number of School Days to be Missed _____

Destination _____

Educational Component (places you will visit, subjects that will be studied):

Note: Teacher may require a written or oral report from student upon return.

OFFICE USE ONLY:

| | |
|---|--|
| Date Received | |
| Total Excused Absences to Date | |
| Total Unexcused Absences to Date | |
| Number of School Days to be Missed on this Trip | |
| Total Absences* | |
| NUMBER OF DAYS APPROVED FOR THIS TRIP | |

Approved by: _____ Date: _____

COPY TO: Student File
Teacher

Copy to Parent (Enc. Attendance Policy) Date: _____