

WEST SHORE SCHOOL DISTRICT

Parent Request Form – Educational Trip

Review Board Policy 231: Educational Trips for guidelines and make-up work requirements.

Parents/Guardians: Use this form to request permission for your student(s) to be granted excused absence from school to participate in an educational trip. Return signed form to youngest child's building principal.

Student (List each student participating in educational trip) **Grade** **School**

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date(s) of Absence from School for the Educational Trip

Educational Trip Itinerary (Include location/destination of trip)

What is the nature of the educational experience provided by this trip?

(Building principal may discuss this experience with parents to determine its educational value.)

Who will accompany the pupil(s)? _____

Is this trip new to the student(s) or will it be a repeat of a previous trip?

I verify the above information is correct. I also understand each child has the same number of days upon returning to school to make up the work missed as the number of days approved for the educational trip.

Parent/Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY

Approved Disapproved Reason _____ Initials _____

Educational Report received on _____ Makeup work completed on _____

Copies distributed to: Administrator Teacher(s) Student File(s) Parent/Guardian