

REQUEST FORM

Parent/Guardian Name: _____ Phone: _____

1. Destination: _____

2. Day(s) the student(s) will be missing school: _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.

4. State the reasons why the trip cannot be taken on days when school is not in session.

5. Student will be accompanied by parent or guardian. Yes _____ No _____

6. Name(s) of school age students attending the trip and the building to which they are assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian _____ Date _____



Approved: _____ Disapproved: _____

Principal _____ Date _____

**DOWNTOWN
AREA
SCHOOL DISTRICT**

ADMINISTRATIVE GUIDELINE

APPROVED: September 14, 2011

REVISED: February 22, 2012

204-AG-11. REQUEST FORM FOR EDUCATIONAL AND/OR FAMILY TRIPS

Date

Dear Parent/Guardian:

The School Board members and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a nonschool-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204, Attendance and the corresponding administrative guidelines.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Sincerely,

Principal