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 educational 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 building principal of the school which your child attends.

Sincerely,

Principal
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 the person in parental relation. Yes _____           No  _____
   Student will be accompanied by ____________________________________________.

6. Name(s) of school age students attending the trip and the building to which they are
   assigned:
   
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<thead>
<tr>
<th>Student</th>
<th>Grade Level</th>
<th>Building</th>
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PLEASE RETURN TO THE BUILDING PRINCIPAL.

____________________________________  ________________
Person in Parental Relation          Date

Approved: ____________               Disapproved: ____________

____________________________________  ________________
Principal                              Date