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
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:

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade Level</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________  ________________________
Parent/Guardian Date

Approved: ___________ Disapproved: ___________

__________________________________________  ________________________
Principal Date