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>Teacher</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian ___________________________________________ Date ______________

Approved: ___________ Disapproved: ____________

Principal ___________________________________________ Date ______________