



Educational Trip/Vacation Request Form

We recognize that a child's absence from school for a family trip often serves educational purposes. In order to acknowledge and allow for this and still adhere to regulations regarding attendance, this form is required to be completed **in advance of the planned absence**.

Submission of this form does not guarantee that your child(ren)'s absence(s) will be excused; the request must be approved by the Executive Director.

Date Form Submitted: _____

Name of Child(ren):

Date(s) of Absence:

Number of School Days of Absence:

Destination:

Briefly describe the educational aspects of this trip:

Name of person submitting form: _____

Please check with your child's teacher before the absence in order to get the work your child will miss. Missed work must be completed within a week upon return.

Approved

Executive Director _____ Date _____

Denied

Comments: _____