



## Educational Trip Request

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

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Will be absent from school beginning \_\_\_\_\_ Return date \_\_\_\_\_

Person(s) directing and/or supervising student(s) during above absence:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Itinerary of trip:

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*Include experiences which could be educational in nature and will, therefore, provide the student with valuable experiences outside the classroom. (Use additional pages if needed.)*

I certify all the above information to be true.

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

### FOR SCHOOL USE ONLY

Prior Field Trip

Absence(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

TEACHER/STAFF NOTIFICATION: Teacher name: \_\_\_\_\_

Comments \_\_\_\_\_