



## PARENT SPONSORED EDUCATION TRIP

When considering parent educational travel requests, the administration will review the student's attendance record before approval.

**\*A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond 10 cumulative days will require an excuse from a physician or will be considered *unlawful*.**

### TO BE COMPLETED BY PARENT:

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_

Date of Trip \_\_\_\_\_ Number of School Days to be Missed \_\_\_\_\_

Destination \_\_\_\_\_

Educational Component (places you will visit, subjects that will be studied):

Note: Teacher may require a written or oral report from student upon return.

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### OFFICE USE ONLY:

Date Received	
Total Excused Absences to Date	
Total Unexcused Absences to Date	
Number of School Days to be Missed on this Trip	
<b>Total Absences*</b>	
<b>NUMBER OF DAYS APPROVED FOR THIS TRIP</b>	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

COPY TO: Student File  
Teacher

Copy to Parent (Enc. Attendance Policy) Date: \_\_\_\_\_