



### Student Application for Educational Tour or Trip Requested by Parents

**Part I. To be completed by parent or guardian.**

Student Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Proposed temporary address or travel destination \_\_\_\_\_

Dates student will be absent from school: \_\_\_\_\_

Were prior requests granted during this school year? \_\_\_\_\_ Dates \_\_\_\_\_

Purpose of tour or trip \_\_\_\_\_

Itinerary \_\_\_\_\_

Reason why trip cannot be taken when school is not in session \_\_\_\_\_

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within the period of time as designated by his/her teacher(s) and principal.

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

**Part II: To be completed by the student's teacher(s).**

Teacher	Subject	Comments/Assignments	Due Date

**Part III: To be completed by the building principal.**

Please check one:  Approved  Disapproved

Reason for disapproval: \_\_\_\_\_

Date \_\_\_\_\_ Signature of Principal \_\_\_\_\_