

EDUCATIONAL TRIP FORM

(Policy No. 204)

Request for an Excused Absence from School for a Pre-Planned Educational Trip

- No trip will be approved during the first or last 5 days of a semester or during published *State standardized testing dates*.
- No trip will be approved as an Excused Absence after it has been taken.

Date(s) of Proposed Trip: _____

Dates of Previous Trips this Year: _____

(Please submit one form fully completed to the principal of your oldest child)

Student Name	Grade	Building	Days Absent this year

Trip Destination: _____

Educational Aspects: _____

Reason trip cannot take place during school vacation, evenings, weekend: _____

Supervising Adult for the Trip: _____ Phone No. _____

Address: _____

We have read Twin Valley School District's Attendance Policy #204, and are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy.

Parent/Guardian Signature: _____ Date: _____

For School Use Only

Approved: _____ Conditional Approval: _____ Not Approved: _____

Comments: _____

School Principal: _____ Date: _____