

**REQUEST FOR EDUCATIONAL TOUR OR TRIP  
(To be filled out by parent/guardian)**

Date \_\_\_\_\_ Grade \_\_\_\_\_ Student# \_\_\_\_\_

\_\_\_\_\_ will be absent from school  
Name of Student

attendance on \_\_\_\_\_ to participate in an  
Date(s) of Absence

educational tour or trip provided during the school year at the expense of the parents.

Reason : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

You must include educational purpose for the trip to be approved.

Name(s) of adult supervisor during trip: \_\_\_\_\_

\_\_\_\_\_

- ( ) Father
- ( ) Mother
- ( ) Guardian

\_\_\_\_\_  
Parent's Signature

- ( ) Approved
- ( ) Disapproved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Note: STUDENTS ARE RESPONSIBLE FOR OBTAINING ALL CLASS ASSIGNMENTS THAT WILL BE MISSED DURING THE ABOVE MENTIONED TRIP.