

RICHLAND HIGH SCHOOL
EXCUSED ABSENCE/EDUCATIONAL TRIP

DATE: _____

_____ will be absent from school on the following dates:
Student Name(s)*

_____ to participate in an educational trip or tour.
Date(s) of Absence

State the educational value of the trip in the space below so that the absence is not considered illegal. Please include locations to be visited and specific items of educational value.

Parent/Guardian Signature Home Phone Work/Cell Phone

***You may complete one educational travel request form per family. Please include the names of each student who will be participating in the educational travel.**

_____ APPROVED

_____ DISAPPROVED

Principal's Signature Date

NOTE: This form should be submitted to the High School Main Office and approved by the Principal one (1) week prior to the trip. Students are responsible for obtaining all class assignments that will be missed during the above mentioned trip.