

JEFFERSON-MORGAN SCHOOL DISTRICT
EDUCATIONAL TRIP FORM

(This request must be completed one (1) week prior to when the Educational Trip begins)

Student Name _____ Grade _____ Homeroom _____

Trip begins _____ and ends _____
(month/day/year) month/day/year

For a total of _____ school days.

This is a request for an excused leave for my child for the following reason:

NO STUDENT WILL BE APPROVED BEYOND A TOTAL OF FIVE (5) DAYS FOR THE SCHOOL YEAR UNLESS THERE ARE EXTENUATING CIRCUMSTANCES WITH THE BUILDING PRINCIPAL'S APPROVAL.

(MUST PROVIDE DESTINATION AND REASON FOR LEAVING)

PARENT ACKNOWLEDGEMENT OF RESPONSIBILITY

Please sign the following statement before returning the application to the principal:

I understand that I am responsible for my child's education while he/she is absent due to an Educational Trip. This includes obtaining assignments at least three (3) days prior to the Educational Trip, and ensuring that all missed assignments are completed and submitted within three (3) days of return. I also understand that failure to do so may result in a daily grade reduction.

Signature of Parent/Guardian _____

Decision for excused absence is: Approved _____ Disapproved _____

Reason for Disapproval:

1. _____ Truancy has been habitual
2. _____ Teacher suggest request should not be granted because of academic performance.
3. _____ Other _____

Principal Signature _____ Date _____

Students need to return completed request to the office prior to the Educational Trip. Students will receive a copy to take home and the school will keep a copy. Thank you for your cooperation.

Days missed will be counted as excused absences. These days absent will impact attendance record.