CONRAD WEISER MIDDLE SCHOOL EDUCATIONAL TRIP REQUEST

THE FOLLOWING PROCEDURE MUST BE FOLLOWED WHEN A STUDENT WILL BE ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP

1. The bottom portion of this form should be completed and returned to the office **at least one week** prior to the trip. The parent must include a brief explanation about the purpose of the trip.

2. Students must secure classroom assignments prior to the trip and must complete all work missed. The completion of that work is at the discretion of the teacher.

3. The student must complete a one-page report reflecting on what the student learned from this trip. Reports must be submitted to the counseling office within one week of the student's return to school.

4. When the administration has approved the trip, a copy of the signed approval will be returned to the student.

5. If the trip is approved and the procedures followed, the days of absence will be counted as excused absences on the student's attendance record.

6. ****NOTE:** Approval of educational trips is at the administration's discretion based on a student's attendance, discipline and academic records. The building principal may approve **up to five school days** for an educational family trip. Trips requesting additional days will require approval from the Superintendent.

_____ _____ _____

Student's Name | Grade/Homeroom Teacher | Trip Dates

_____ _____

Number of days absent from school | Destination

Please give a brief description of the "educational family trip" _____

_____

_____

_____ _____

Parent/Guardian Signature | Date

FOR OFFICE USE ONLY

_____ Approved _____ Denied: _____

days_____ _____ _____

(up to 5 days) Building Administrator's Signature Date

Additional days requested: _____ Denied: _____

days_____ Approved _____ _____

Superintendent's Signature Date