

**CONRAD WEISER ELEMENTARY SCHOOL
FAMILY TRIP REQUEST**

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

1. Parent must speak to the child's teacher and explain the nature, time period and purpose of the trip.
2. The bottom portion of this form should be completed and returned to the office at least one week prior to the trip.
3. The excuse card should be marked "educational family trip" and include the dates of the trip.
4. Students must secure assignments and classroom obligations prior to the trip. They must make up all work that is missed. The completion of that work is at the discretion of the teacher.
5. Students may be required to complete a written report and submit it to the teacher prior to having the trip excused. The report is to be submitted within two weeks upon the child's return to school.

****NOTE:** Approval of educational trips is at the administration's discretion based on a student's attendance, discipline and academic records. No more than five school days are usually approved during a school year for an educational family trip. When the administration has approved the trip, a copy of the signed approval will be returned to the student.



Student's Name

Grade

Homeroom Teacher

Trip Dates

Destination

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

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

_____ Trip Approved

_____ Trip Denied: _____

Administrator's Signature

Date