



## Vacation / Educational Trip Request Form

We recognize that absences of a child from school for a family trip often serve educational purposes. In order to acknowledge and allow for this and still adhere to District and State regulations regarding attendance, this form is required to be completed **in advance of the planned absence.**

*Submission of this form does not guarantee that your child(ren)'s absence(s) will be excused; the request must be approved by the Executive Director.*

Date Form Submitted: \_\_\_\_\_

Name of Child(ren):

\_\_\_\_\_

Date(s) of Absence:

\_\_\_\_\_

Destination:

\_\_\_\_\_

Briefly describe the educational aspects of this trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person submitting form: \_\_\_\_\_

*Please check with your child's teacher before the absence in order to get the work your child will be missing. Missed work must be completed within a week upon return.*

Approved

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Denied