

## Educational Travel Form for Elementary School Students

In order to be excused, this form is to be completed by the parent/guardian **in advance**.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ HR Teacher: \_\_\_\_\_

Dates of Proposed Absence: \_\_\_\_\_

Proposed Itinerary/Purpose: \_\_\_\_\_

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(A reminder from Administrative Guideline 204-AG)

In order for a student to be excused for an educational family trip or college visit, parents/guardians must complete and return to the principal an educational trip form prior to the trip or visit. Students or parents/guardians may secure these forms through the attendance or main office. Requests made on the day of absence or after the fact are considered unlawful.

When a trip results in more than 10 days of absence from school, students will be temporarily withdrawn from the district's rolls. An exit interview and a withdrawal form indicating withdrawal code W03 and the comment "extended family trip to \_\_\_\_\_" need to be completed by indicated school staff with the family. Parents will be required to complete a new registration (first page only), at school, upon their child's return.

For individual trips that result in 10 days of absence or less, the student is responsible for completing any work missed. Assignments are given when the student returns to assist the child's instructional needs.

Parent/Guardian Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

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### THIS SECTION TO BE COMPLETED BY THE SCHOOL

Number of Days Absent So Far This School Year: \_\_\_\_\_

School Official's Signature and Date: \_\_\_\_\_

\*State Board of Education Regulation Chapter 11.26:

*Educational tours and trips not school sponsored:* Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent (or designee) and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned.

cc: All Teachers  
Parent/Guardian  
School Counselor

7/27/16