

**Educational Trip  
Request Form**

\_\_\_\_\_  
(Date of Request)

I hereby make a request to have \_\_\_\_\_  
(Name of Pupil)

excused from School on the following dates: \_\_\_\_\_ & \_\_\_\_\_

for an educational trip as follows (please describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grade Pupil Attends: \_\_\_\_\_

Name of Home Room Teacher: \_\_\_\_\_

School Pupil Attends: \_\_\_\_\_

- I understand that:
- (a) An Educational Trip Request Form will be completed and returned to the Office of the child's school prior to the trip.
  - (b) Approval must be given by the Principal.
  - (c) Trip is at the expense of Parent/Guardian
  - (d) Failure to gain prior approval for Educational Trip will result in absence being recorded as illegal.
  - (e) All schoolwork must be made up.

In addition, I will abide by regulations of the Educational Trip as described in the Bedford Area School District *Rights and Responsibilities Handbook.*

\_\_\_\_\_  
(Signature of Parent/Guardian)

.....  
**FOR SCHOOL USE ONLY**

Educational Trip is (  ) Approved for # of Days (  )  
(  ) Disapproved

\_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
(Date of Approval/Disapproval)