

Nicholas County Schools

EDUCATIONAL TRIP REQUEST FORM

Educational trips not to exceed 5 days may be excused by the Principal, and trips between 6 and 10 days may be excused if approved by the Attendance Director. The total number of days a student may be excused for pre-approved educational trips is limited to ten (10) days per school year. Please complete this form and submit to the building principal 14 days prior to your planned educational trip.

<u>Name(s) of Child(ren)</u>	<u>School</u>	<u>Grade</u>	<u>Absences to date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date(s) of trip absence _____

Destination of trip _____

Describe the educational value of the trip (Continue on the other side if necessary)

To receive educational leave credit, the student will provide a PowerPoint presentation with pictures and written narrative or 5 page written report with at least 15 pictures documenting the trip, within 5 days of returning from the trip to the principal or designee.

Parent's Name (please print) _____

Parent's Signature _____ Date _____

Phone Number _____

(OFFICE USE ONLY)	
Up to Five Days: _____ Approved	_____ Not Approved
Six-Ten Days: _____ Approved	_____ Not Approved

Principal's Signature: _____ Date: _____

Attendance Director's Signature (required if 6-10 days) _____ Date _____

Comments:



Nicholas County Schools

Educational Trip Request

Dear Parent(s),

Prior to finalizing plans for an educational trip, we ask that you consider your child's academic progress and attendance pattern. Regular class attendance is an important component of each child's educational program. Prolonged absences or irregular attendance can diminish the degree of success each student can be expected to achieve. Please consider the impact of your child's absence on his/her education.

If you wish to request permission for educational leave, complete the attached form and return it to the building principal. Requests must be submitted 14 days prior to the planned trip.

Your son/daughter will be responsible for:

1. Completing all assignments/projects assigned by the teacher(s)
2. Submitting assignments and or projects on the due date assigned by the teacher.

Noncompliance with the teacher assigned due date could result in lower grade.

3. To receive educational leave, the student will provide a PowerPoint presentation with pictures and written narrative or 5 page written report with at least 15 pictures documenting the trip, within 5 days of returning from the trip to the principal or designee.

If you have questions, please contact the building principal.

Sincerely,

Nicholas County Schools