



Lake Forest Central Elementary 5424 Killens Pond Road Felton, DE 19943

Phone: (302) 284-5810 Fax: (302) 284-5819

Family Trip/Field Trip Approval Form (Elementary)

Date: _____

_____ will be absent from Lake Forest Central Elementary
Student Name School Name

on the following dates: _____ to _____ due to _____.

Teachers have been asked to acknowledge this request before the trip is approved by the administration. Signatures are so noted on the form below. Students should be advised that they are responsible for all assignments missed as a result of the absence. **Trip request forms should be completed at least two weeks prior to trip.**

Class

Progress in the class to date
(Grade is Passing or Failing)

Teacher _____

Teacher _____

Teacher _____

Teacher _____

Parent/Guardian Signature _____

Date of Request _____

Approved: Y N

Principal/Assistant Principal _____

Date: _____

All forms are to be maintained in the office following the trip.

Lake Forest School District does not discriminate in employment or educational programs, services, or activities based on race, color, national origin, gender, age, or disability in accordance with state and federal laws. Inquiries should be directed to the Director of Personnel at the Lake Forest Central Business Office, 5423 Killens Pond Road, Felton, DE 19943. Telephone: (302) 284-3020.