



CONRAD WEISER AREA SCHOOL DISTRICT  
EDUCATIONAL TRIP REQUEST

THE FOLLOWING PROCEDURE MUST BE FOLLOWED WHEN A STUDENT WILL BE ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP:

1. This form should be completed and returned to the office **at least one week** prior to the trip or the trip may be denied and absences marked as illegal. The parent must include a brief explanation about the purpose of the trip.
2. The student must secure classroom assignments prior to the trip and must complete all work assigned by the teacher(s).
3. ***Required for grades 5-12 ONLY:*** the student must complete a one-page report reflecting on what the student learned from this trip. ***Reports must be submitted to the attendance secretary within one week of the student's return to school.*** Failure by the student to submit his/her report may result in the absences being marked illegal.
4. When the administration has approved the trip, a copy of the signed approval will be returned to the student. If all procedures are followed, the days of absence will be counted as excused absences on the student's attendance record.

**NOTE:** Approval of educational trips is at the administration's discretion based on a student's attendance and academic records. The building administrator may approve **up to five school days** for an educational trip. Trip requests involving additional days will require approval from the Superintendent.

_____ <b>Student's Name</b>	_____ <b>Grade/Teacher</b>	_____ <b>Trip Dates</b>
_____ <b>Number of Days Absent from School</b>	_____ <b>Destination</b>	
_____ <b>Brief Description of the Educational Trip:</b>		
_____		
_____		
_____ <b>Parent Name (Printed)</b>	_____ <b>Parent Signature</b>	_____ <b>Date</b>

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**FOR OFFICE USE ONLY**

_____ <b>Approved</b>	_____ <b>Denied:</b>	
_____ <b>Number of Days</b> <i>(Up to 5 School Days)</i>	_____ <b>Building Administrator's Signature</b>	_____ <b>Date</b>
_____ <b>Additional Days Requested:</b>		
_____ <b>Denied:</b>		
_____ <b>Number of Days Approved</b>	_____ <b>Superintendent's Signature</b>	_____ <b>Date</b>