

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)

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FOR SCHOOL USE ONLY

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

(Signature of Principal)

(Date of Approval/Disapproval)

Education Trip Policy

Students will be permitted to be legally absent from school for educational trips for a total of 5 (five) school days per year, with his/her parent/guardian, provided the parent/guardian comply with the following conditions:

1. An EDUCATIONAL TRIP FORM will be completed and returned to the office of the child's school prior to the trip.
2. The Principal of that school will indicate whether or not that trip is approved.
3. The trip will be at the expense of the parent(s) or guardian(s).
4. Failure to gain prior approval for the educational trip will result in the issuance of **ILLEGAL ABSENCES** for those days absent.

If the pupil takes an approved educational trip, he/she is required to make-up the work missed, is responsible for making arrangements with the teacher for such make-up work, and is not to be penalized for his/her absence. **EDUCATIONAL TRIP FORMS** can be obtained from the school office or Principal of the school the child attends.