



## Request for Educational Travel

Trips to exhibitions or places for educational purposes (colleges, participation in organized group presentations with an academic focus, attendance at conferences such as People to People or places for *academic* purposes), maximum five (5) days per year, with prior notification in writing and approval from administration.

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date(S) Of Travel:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**What are the Educational Benefits of this trip? Please be specific.**

**What arrangements have been/will be made with your child's teacher(s) for meeting the regular classroom instruction and assignments which will be missed as a result of this trip?**

X

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Parent/Guardian Signature

**Consistent attendance is vital in promoting academic achievement. School officials do not encourage absence from school for any reason. Academy Director's approval merely indicates that there is no attendance policy penalty. This form will be returned to you.**

***For Administrative Use Only:***

Adm Approval	Date	# Edu Days	# Vac Days