

TRIP APPROVAL REQUEST

Section I - Parent/Guardian complete and submit separate form for each student to respective building principal.

Student's Name _____ Grade _____

Dates of proposed excused absence _____

Destination/itinerary of trip _____

Briefly describe the educational merits of the trip _____

Parent name and address _____

Signature Parent/Guardian

Date

=====
Section II - Principal's Recommendation

Recommend approval _____

Recommend denial _____ Reason _____

Signature of Principal

Date

=====
Section III - Superintendent's Approval

Approved _____

Denied _____ Reason _____

Signature of Superintendent

cc: Principal, Attendance

Date