



**ST. MARGARET MARY SCHOOL
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
FOR A PRE-PLANNED EDUCATIONAL TOUR OR TRIP**

**Form needs to be completed and returned to the principal
FIVE DAYS BEFORE THE TRIP.**

Name of Student _____ Grade /Room _____

Date of departure for absence _____ Date of return from absence _____

Destination _____

Name of Sibling(s) _____

Person(s) Directing and/or Supervising Student During Above Absence:

Name _____

Telephone Number _____

Street Address _____

City/State _____

ITINERARY OF TRIP - Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

Elementary students (K-5) are encouraged to share the trip experience with their class upon return to school.

At the middle school level (Grades 6-8), students must also present a written report highlighting the educational aspects of the trip.

Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence within one week after the student returns to school.

The student named on this form will be taking a trip which I request to be considered educational. I understand that the student will be responsible for discussing the absence(s) with the teacher(s) involved and for making up the required work for each class missed. I also understand that the school will not allow educational trips during scheduled COGAT and IOWA testing periods or end of year finals.

We have read the requirements above and we are aware of the responsibilities which we have assumed or assigned to someone else.

Parent/Guardian Signature _____ Date _____

Principal _____ Date _____