

**GENERAL McLANE SCHOOL DISTRICT-HIGH SCHOOL ONLY
REQUEST FOR APPROVAL OF EDUCATIONAL TRIP**

I. TO BE COMPLETED BY PARENT/GUARDIAN Date _____

Name of Student _____ Grade _____ School _____

Dates of Trip _____ to _____
(Use dates from first day of absence from school to last day of absence.)

Destination (s) _____

Itinerary, anticipated educational objectives of the trip, and expected outcome for children:

Signature(s) of, and relationship of accompanying adult(s).

Signature of Parent/Guardian _____

II. TO BE COMPLETED BY THE SCHOOL

Number of days student has been **ABSENT** to date _____

Number of times student has been **TARDY** to date _____

Days of School missed due to **EDUCATIONAL TRIP** _____

Students, please have your subject teachers sign below before turning in.

Teacher of Subject _____ DATE _____

_____ DATE _____

_____ DATE _____

_____ DATE _____

Approved _____ Not Approved _____ DATE _____

III. EDUCATIONAL TRIP REGULATIONS

- A. Five (5) days per semester may be approved for an educational trip.
- B. A Request for Approval of Educational Trip form must be completed and approved in advance of the trip.
- C. All work provided in advance of the trip must be turned in on the day of the student's return.
- D. All missed work not received in advance of the trip must be made up within three (3) days of student's return.
- E. The request must be completed by a parent or guardian.
- F. After the fifth day of absence, the student shall be marked illegally absent until such time that they return. If the student is 17 or over they will be withdrawn from school. (revised 6/10)