

**GENERAL McLANE SCHOOL DISTRICT
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 outcomes 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 _____

Students, please have your subject teachers sign below:

Teacher of Subject _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Approved _____ Not Approved _____ Date _____

Principal's Signature _____

III. EDUCATIONAL TRIPS REGULATIONS

- a. Ten (10) days per year 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 the student's return.
- e. The request must be completed by a parent or guardian.
- f. After ten (10) days of absence, the student shall be marked illegally absent until such time that they return.