Upon **prior parental request** (and approval of the principal), a student may be excused for purposes of educational travel with his/her family up to a maximum of five school days per year providing the child has no failures in solid subjects, the assignments during absence are obtained prior to such absence and the student has studied the material so he/she may re-enter classes with minimum educational disruption. EDUCATIONAL TRAVEL WILL BE DENIED FOR ANY STUDENT FAILING A SOLID SUBJECT. It is the student’s responsibility to see all of his/her teachers to receive assignments before the date of absence.

**REQUESTS FOR EDUCATIONAL TRAVEL SHOULD BE SUBMITTED TO THE OFFICE AT LEAST ONE WEEK PRIOR TO ACTUAL TRAVEL. STUDENTS WILL NOT BE EXCUSED FOR EDUCATIONAL TRAVEL DURING PERIODS OF STATE REQUIRED TESTING.**

**REQUEST FOR EDUCATIONAL TRAVEL**

Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solid Subjects (any class that meets five or more times per week) teachers must sign below:

        SUBJECT PASSING FAILING TEACHER’S SIGNATURE

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Total days absent this year

ATTENDANCE SECRETARY \_\_\_\_\_\_ Travel days already used this year

\_\_\_\_\_Illegal or unexcused days already used this year

Approved \_\_\_\_ Not Approved\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent or Designee Date