

Kane Area Elementary School

EDUCATIONAL TRIP REQUEST

**This form must be completed and returned to the office
two weeks before the date of the trip.**

“Parents desiring to take their children on an educational trip must submit to the administration a description of the educational value to be gained by the student.”

“This request must be submitted at least two weeks prior to departure for proper review. Students are responsible for making arrangements with their teachers to make up all work to meet course requirements.”

It is the recommendation of the Kane Area Elementary School Principal that all vacation be scheduled around school seasons. The duration of a vacation (time off school) is suggested at five (5) days; however all circumstances will be reviewed individually.

Student Name _____ Grade _____

List date(s) school will be missed _____

Please write a description of the educational value of this trip—be specific:

Parent Signature _____ Date _____