

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

Educational Trip Request

“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 High School principal that all vacations 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 _____

TEACHER REVIEW

If the student is in an academic position to be excused from school for this number of days AND has made arrangements with you to receive the appropriate make up work, please sign below.

If you feel the student should not be excused from school for this time period, please write your comments on the back of this sheet.

Subject	Current Grade	Teacher Signature	Subject	Current Grade	Teacher Signature

DATE RECEIVED IN OFFICE _____

REVIEWED BY PRINCIPAL - DATE _____ APPROVED _____ NOT APPROVED _____