

If you are planning on taking a trip during the school year, this form must be completed and turned in to the Middle School Office at least two weeks prior to your trip. You will receive a confirmation letter after your request has been reviewed.

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.” Students must acquire signatures and current grades from ALL of their teachers prior to approval.

It is the recommendation of the Kane Area Middle 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	Grade		Teacher	Grade
Period 1			Period 5		
Period 2			Period 6		
Period 3			Period 7		
Period 4					

DATE RECEIVED IN OFFICE _____

REVIEWED BY PRINCIPAL - DATE _____ APPROVED _____ NOT APPROVED _____