# EDUCATIONAL JOURNEY

Upon receipt of a written request from the parents of the students involved, students may be excused from school attendance to participate in an educational journey or trip provided during the school term at the expense of the parents/guardians. The educational journey must serve an educational purpose and be pre- approved by the Building Principal. The educational journey is subject to the following conditions:

* The parent/guardian submits written request for excusal prior to the absence (at least two (2) weeks prior to the first date of absence).
* The student’s participation must be pre-approved by the Building Principal.
* The adult directing and/or supervising the trip must be acceptable to the parent(s)/guardian(s) and the Building Principal.
* The total days excused for pre-approved educational trips may not exceed ten (10) school days per school year.
* Days missed will be counted as excused absences; however, these days will impact the student’s attendance record.

***This Educational Journey Request must be completed two (2) weeks prior to the start of the absence.***

Student(s) Name: Grade: Homeroom:

Grade: Homeroom:

Grade: Homeroom: Parent(s)/Guardian(s) Name: Parent(s)/Guardian(s) Email for Notification of Approval: Beginning and Ending Dates of Trip: Number of School Days to be Missed: Destination(s) of the Trip: Reason why the trip could not be taken on days when school is not in session:

Please explain in detail the educational significance of the trip for your child(ren):\_

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

# Please sign the following statement before returning the application to the Building Principal.

**PARENT:**

*I understand that I am responsible for my child(ren)’s education while s/he is absent due to this trip. This includes obtaining assignments at least three (3) days prior to the trip and ensuring that all missed assignments are completed in a timely manner. The student will receive one (1) day to submit her/his assignments for every day absent. I understand that failure to complete work/assignments may impact my child’s grade and/or participation in school activities/events. Arrangements must be made with teachers to make up any missed assessments (tests/quizzes) or project presentation within one (1) week of your child’s return to school.*

Signature of Parent/Guardian Date

# STUDENT (if in Grades 7-12):

*I understand that I am responsible for obtaining my course assignments at least three (3) days prior to my trip and will complete all missed assignments in a timely manner. I understand I will receive one (1) day to submit my assignments for every day I am absent. I understand that failure to complete my work/assignments may result in reduction in my course grade and/or restriction from participation in school activities/events. I acknowledge that I shall make arrangements with my teachers to make up any missed assessments (tests/quizzes) or project presentation within one (1) week of my return to school.*

Signature of Student (Grades 7-12 only) Date

# OFFICE USE ONLY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current # Absences: Excused: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unexcused: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Granted

Approval Denied Reason:

Signature of Building Principal Date

*Reviewed 8/1/2019*