NAME OF STUDENT  GRADE  SCHOOL

DATE

Prior number of excused days for educational
Tours and trips during the current year:

Other family members requesting leave:
NAME  SCHOOL

Date(s) student will be absent:

Students may be excused up to a total of five (5) school days per school year for educational
tours and trips. Requests for excusal should be submitted at least ten (10) days before the
requested dates of departure.

AN INDIVIDUAL FORM MUST BE FILED FOR EACH STUDENT REQUESTING LEAVE.

Specific places of educational value to be visited:
1. ____________________________  4. ____________________________
2. ____________________________  5. ____________________________
3. ____________________________  6. ____________________________

Other activities of educational value:
1. ____________________________
2. ____________________________

Name and relationship of adult who will accompany student:

Date ____________________________  Parent’s Signature ____________________________

SCHOOL DISPOSITION:
Date ____________________________  Regional Principal’s Approval ____________________________

☐ Approved

☐ Denied

WHITE – SCHOOL COPY  YELLOW – PARENTS COPY