Student Trip Intent Form

This form is to be completed and forwarded to the Principal's office at least ten (10) days prior to departure. Under the policy of the Board of Education, a maximum of five (5) school days will be excused for family trips during any one school year. Plans for the completion of missed classwork should be completed prior to the trip. Satisfactory arrangements must be made with the teacher and principal at least ten (10) school days in advance. Absences above five (5) days are considered unexcused. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction even if the trip is approved.

School: ______________________________________ Date of Request: _______________
Student: _____________________________________ Grade: ______________________
Adult Responsible: _____________________________ Phone: ______________________
Destination: ______________________________________________________________________
Dates of Trip: ________________________________ Number of School Days Absent: __________
Type of Trip:  ☐ Educational  ☐ Family Harmony
Signature of Adult Responsible: __________________________ Date: ________________

STUDENT: This form must be signed by all persons listed below. Please return to the office as soon as all teachers involved have signed.

Signatures (verify notice of intent - not approval - All core teachers should sign)
1st:____________________________________ 5th:____________________________________
2nd:____________________________________ 6th:____________________________________
3rd:____________________________________ 7th:____________________________________
4th:____________________________________ 8th:____________________________________

Principal's Signature: ____________________________ Date: ________________

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