

**REQUEST FOR STUDENT EDUCATIONAL TRIP**

The Sylacauga City Board of Education and each of the schools within the system realize that certain circumstances arise during the academic year that may cause parents to request permission from the school for their child/children to be absent due to an educational trip. The Board of Education asks that each school ascertain if the request has legitimate educational value. If the Principal or the designee approves the trip request, all make-up work and major projects, papers, etc., will be required to be submitted before the student leaves on the trip if the due date falls during the trip. Shopping trips, extended weekends at the beach/ lake or other similar trips shall not be classified as having legitimate education value. Request shall not exceed five (5) days per year.

In order for the proper school personnel to determine if each request has the necessary merit, **parents are required to complete this form and return it to the school office**. A determination will be made as soon as possible after receipt of the request.

Student's Name: \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Today's Date \_\_\_\_\_ Date(s) requested \_\_\_\_\_

Briefly describe the nature of the trip and the educational value to be derived by the student:

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**Request for student educational trip (continued)**

Parent/Guardian Name (one or both – PLEASE PRINT)

\_\_\_\_\_  
Address: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

\_\_\_\_\_  
(Parent/Guardian Signature)

NOTE: If the request is not approved it does not mean the trip may not be taken. That decision always remains the sole decision of the parent/ guardian. It does mean, however, that if the trip is taken and the student misses school after the request was denied that no work may be made up. This includes tests as well as daily work. Approved absences shall be coded excused and unapproved absences shall be coded unexcused on the student's permanent record file.

**A PARENT/GUARDIAN MUST PICK UP THIS FORM AT THE SCHOOL OFFICE OR RETURN THIS FORM TO THE SCHOOL OFFICE (ONE OR THE OTHER). A STUDENT MAY NOT PICK UP THE FORM AND RETURN THE FORM (MAY DO ONE OR THE OTHER). THIS ALLOWS SCHOOL PERSONNEL TO KNOW THAT A PARENT/GUARDIAN DID SEE AND APPROVE THE REQUEST.**

-----DO NOT WRITE BELOW THIS LINE -----

\_\_\_\_\_ Picked up by parent/guardian \_\_\_\_\_  
(Signed, School Employee) Date

\_\_\_\_\_ Returned by parent/guardian \_\_\_\_\_  
(Signed, School Employee) Date

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
(Principal or Designee)

\_\_\_\_\_  
Date