



Carlynton School District

Carnegie Rosslyn Farms Crafton

The Carlynton Board of Directors and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

The District recognizes that family circumstances may require a student to be absent from school for what is termed a non-school-sponsored educational trip. In order for such an absence to be considered excused, this request form must be submitted to the Building Principal ten days prior to the trip.

EDUCATIONAL TRIP REQUEST FORM

Student Name: _____ Grade: _____

Building: ____ Carnegie Elementary School
____ Crafton Elementary School
____ Junior/Senior High School

Parent/Guardian Name: _____

Phone Number: _____

1. Destination: _____

2. Day(s) the student(s) will be missing school: _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.

4. Student will be accompanied by the parent/guardian. Yes ____ No ____

If No: Student will be accompanied by: _____

Relationship: _____

Parent/Guardian Signature

Date

The student is responsible for the following:

- 1. Informing their classroom teacher(s) of the anticipated absence.
- 2. Getting all assignments from classroom teachers prior to leaving on the trip.
- 3. Completing all given assignments and assessments within the time period specified.
- 4. Submitting all completed assignments to teachers upon return to school or as indicated on the assignment sheet.

Student Signature

Date

PLEASE RETURN THIS FORM TO THE BUILDING PRINCIPAL

Please note: This form may be downloaded and sent electronically through email to the building principal from a parent/guardian email account that is on file with the district.

Approved: _____

Disapproved: _____

Principal Signature

Date