
**ST. MARYS AREA SCHOOL DISTRICT
MIDDLE SCHOOL**

**PARENTAL REQUEST FOR EDUCATIONAL TOURS AND TRIPS THAT ARE NOT SCHOOL
SPONSORED**

NOTE: PLEASE SUBMIT AT LEAST FIVE (5) SCHOOL DAYS IN ADVANCE OF PLANNED TRIP

Date of Request: _____

Student Name: _____

Grade: _____

Address: _____

Phone: _____

We, the parent/guardian of _____, wish to have him/her excused from
Student Name
School on _____ through _____ for the purpose of what we consider
Beginning Date Ending Date
to be an educational trip to: _____ . We Believe the following to be the educational
Location
value of the trip: _____ .
Purpose/Reason for trip

SMASD Attendance Policy #204

Parents desiring to take their children on an educational trip must submit to the administration a description of the educational value to be gained by the student. This request must be submitted a reasonable time prior to departure for proper review. **Students are responsible for making arrangements with their teachers to make up all work.**

No trip will be approved for any student with three or more unexcused or illegal absences or for any student with more than ten (10) days of absence per semester or twenty (20) days of absence overall, whether legal or not.

Principals shall have the authority to limit the number of days of excused absences for parent-sponsored educational trips if, in their judgment, these absences would be detrimental to the students' education process.

I have read and understand the above district attendance policy _____ .
Parent/Guardian Signature

NOTE: Students who have been excused from school for educational trips WILL BE MARKED ABSENT from school on those days away from school.

REVERSE SIDE MUST BE COMPLETED BEFORE SUBMITTING TO PRINCIPAL

THE ST. MARYS AREA MIDDLE SCHOOL REQUIRES THAT STUDENTS NOTIFY THEIR TEACHERS OF THEIR PLANNED EDUCATIONAL TRIP AND MAKE ARRANGEMENTS TO COMPLETE ASSIGNMENTS IN THEIR ABSENCE. TEACHER SIGNATURES BELOW INDICATE ACKNOWLEDGEMENT OF THE PLANNED ABSENCE.

	<u>Date Reviewed</u>	<u>Teacher Signature</u>
1 st Period	_____	_____
2 nd Period	_____	_____
4 th Period	_____	_____
5 th Period	_____	_____
6 th Period	_____	_____
7 th Period	_____	_____
8 th Period	_____	_____

SCHOOL USE ONLY

Number of absence EXCUSED _____

Number of absence UNEXCUSED _____

Approved _____

Disapproved _____

Principal's Signature

Date