



## Educational Trip Request Form

Office Use Only

Routed to:

---

---

---

---

CLC Policy states:

Advance notice of intention to take an educational trip must be requested by parents. The ECO will determine which trips are eligible and will approve such educational trips when requested in advance. CLC requests that a one week notice is given when an educational trip will be taken.

A total of ten days in any academic year will be excused for educational trips. Additional absences for educational trips will be unexcused.

Teachers may require assignments such as math, journals, reading and/or written reports be completed while on an educational trip.

Any exceptions to this policy due to extenuating circumstances must be approved by the ECO. Excusing of prolonged absences will be considered on an individual basis.

Please allow \_\_\_\_\_ to be excused from school for an educational trip. Dates of trip: \_\_\_\_\_ and returning: \_\_\_\_\_. Educational justification for trip:

\_\_\_\_\_

Parent signature: \_\_\_\_\_

Date received: \_\_\_\_\_

Request Status: \_\_\_\_\_ (granted/denied)

Classroom Teacher signature: \_\_\_\_\_

Math Teacher signature: \_\_\_\_\_

ECO signature: \_\_\_\_\_

Number of days excused: \_\_\_\_\_ Number of days unexcused: \_\_\_\_\_

Assignments to be completed during trip: