

MONTGOMERY SCHOOL DISTRICT

Application for Excused Absence
For an Educational Trip, Not School Sponsored

The Board of School Directors recognizes that educational travel experiences for students enhance and enrich the learning opportunities provided in the Montgomery School District. A maximum of five days per year are granted on an individual basis for approved educational trips, provided that all missed assignments are gathered before the planned trip and returned completed within five days after returning from approved trip. If missed assignments are not completed within one week of school, the days missed will become illegal days. The information below must be completed and submitted to the building principal at least one week prior to the anticipated absence for an educational trip.

NAME OF STUDENT _____ GRADE _____

SCHOOL: _____ MONTGOMERY ELEM. _____ ELIMSPORT ELEM. _____ MIDDLE SCHOOL _____ HIGH SCHOOL

HOMEROOM TEACHER _____

DATE(S) OF TRIP _____

DATE(S) OF OTHER TRIPS APPROVED THIS SCHOOL YEAR, IF ANY _____

DESCRIPTION OF EDUCATIONAL ACTIVITIES

NAME, ADDRESS & TELEPHONE NUMBER OF CHAPERONE(S), IF OTHER THAN PARENT/GUARDIAN

QUALIFICATIONS OF CHAPERONE(S) _____

OTHER STUDENTS IN THE FAMILY PARTICIPATING IN THE EDUCATIONAL TRIP		
NAME	SCHOOL BUILDING	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE OF PARENT / GUARDIAN _____

PARENT/ GUARDIAN ADDRESS _____

DATE SUBMITTED _____

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FOR OFFICE USE ONLY

ACTION BY PRINCIPAL
_____ APPROVED
_____ DENIED REASON _____

SIGNATURE OF PRINCIPAL _____ DATE _____