

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. MIDDLE SCHOOL HIGH SCHOOL

HOMEROOM TEACHER _____

DATE(S) OF TRIP _____

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

DESTINATION _____

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 / TEACHER

SIGNATURE OF PARENT / GUARDIAN _____

PARENT / GUARDIAN ADDRESS _____

DATE SUBMITTED _____

FOR OFFICE USE ONLY

ACTION BY PRINCIPAL:

___ APPROVED

___ DENIED

REASON _____

SIGNATURE OF PRINCIPAL _____ DATE _____