

# EDUCATIONAL TRIP REQUEST FORM

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Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

1. Destination: \_\_\_\_\_

\_\_\_\_\_

2. Date(s) Requesting: from \_\_\_\_\_ to \_\_\_\_\_ Total School Days: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State the reasons why the educational trip cannot be taken on days when school is not in session:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will student(s) be accompanied by a parent or guardian? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Name(s) of school age student(s) attending the trip and the building to which they are assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE RETURN THIS COMPLETED FORM TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.**

\_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal \_\_\_\_\_ Date \_\_\_\_\_