



HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

Guidance Office

EDUCATIONAL TRIP REQUEST

Dear Parent/Guardian,

Please use this form if you wish to request an excused absence for an educational trip.

I hereby request to have _____
(Name of Student)

excused from Howard Gardner MI Charter School on the following dates: _____

for an educational trip as follows (please describe): _____

Grade: _____ Homeroom Teacher: _____

I understand that :

- a) An Educational Trip Request Form will be completed and returned to the Office of Howard Gardner MI Charter School prior to the trip.
- b) Approval must be given by the Director.
- c) Failure to gain prior approval for an Educational Trip will result in the absence being declared unexcused, and where appropriate, unlawful.
- d) All schoolwork must be made up.

In addition, I will abide by regulations of the Educational Trip as described in the *Educational Trip Policy*.

(Signature of Parent/Guardian)

(Date)

FOR SCHOOL USE ONLY

Date Received _____ Total # of Days Absent: _____

Teacher Recommended: YES NO Teacher Signature: _____

Educational Trip is: () Approved for # of Days ()
() Disapproved

Signature of Director: _____ Date of Approval/Disapproval: _____

cc: Student File, Guidance Office

EDUCATIONAL TRIP POLICY



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- A. Students may be excused from school attendance to participate in nonschool-sponsored educational trips.
- B. To be eligible under this section, the student's parent/guardian must make written application on the form provided by the district at least ten (10) days prior to the trip. It is recommended that district approval for educational trips be obtained prior to finalizing trip plans (i.e. plane tickets, hotel reservations, etc.). Failure to submit the request prior to ten (10) days in advance may result in denial of the trip by the administration.
- C. The director will review the form, the student's attendance record, and teacher recommendations. Approval will be based on the date of submission, attendance record, current student academic standing, the student's previous trips, the educational value of the trip and teacher recommendations. When appropriate, the director will give permission for such trips.
- D. If the trip is scheduled during the State Assessment Window, the trip may not be approved.
- E. Students in grades K-8 may not spend more than a total of five (5) school days on approved educational trips in any given school year.
- F. Failure to get written administrative approval for an educational trip will result in the absences for the trip being declared unexcused and, where appropriate, unlawful.
- F. The student is expected to make arrangements with his/her teacher to obtain and complete work missed. Work is to be presented to the appropriate teacher within five (5) days of the student's return.
- G. The student *may* be required to provide the director with a written account describing what was learned during the educational trip. The written account must be at least one (1) page in length. Failure to provide the written account within five (5) days of returning to school will result in the absence being declared unexcused or unlawful. Elementary students unable to provide such written statements may be directed to provide an oral statement or discussion with a teacher and/or the director.



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