



Main 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 Main Office of Howard Gardner MI Charter School at least ten (10) days prior to the trip. *Failure to submit the request prior to ten (10) days in advance may result in denial of the trip by the administration.*
- b) Approval must be given by the Principal.
- c) Failure to gain approval for an Educational Trip will result in the absence being declared unexcused, and where appropriate, unlawful.
- d) All schoolwork must be made up and presented to the appropriate teacher within three (3) days of the student's return.

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

Signature of Parent/Guardian

Date

FOR SCHOOL USE ONLY

Date Received _____ Total # of Days Absent: _____

Educational Trip is (_____) Approved for # of Days (_____) _____

(_____) Disapproved

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

cc: Student File, Main Office, Operations Manager