

Main Office

EDUCATIONAL TRIP REQUEST

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) The school only approves up to five (5) days of Educational Trip. e) 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:	Dear Parent/Guardian,	
Howard Gardner MI Charter School on the following dates	Please use this form if you wish to request an excuse	ed absence for an educational trip.
Grade: # of days requested: Homeroom Teacher: Understand that	I hereby request to have (Name of the Student)	excused from
Grade: # of days requested: Homeroom Teacher:	Howard Gardner MI Charter School on the follow	ing dates for an
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Signature of Principal: Date of Approval/Disapproval:	Educational Trip is Approved for # of Days (_	
	• •	Date of Approval/Disapproval:
cc. Student File. Main Office. Operations Manager	cc. Student File, Main Office, Operations Manage	· · · · · · · · · · · · · · · · · · ·

EDUCATIONAL TRIP POLICY