



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 the Student) _____ excused from
Howard Gardner MI Charter School on the following dates _____ for an
educational trip as follows (please describe): _____

Grade: _____ # of days requested: _____ 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) 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: _____

cc. Student File, Main Office, Operations Manager