



Main Office

EDUCATIONAL TRIP REQUEST

Please use this form 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 must be completed and returned to the Main Office of HGMICS at least ten (10) days before the trip. *Failure to submit the request ten (10) days in advance may result in the administration denying the request.*
- b) Approval can only be given by the Dean of Students.
- 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 per calendar school year for Educational Trips.
- e) All schoolwork must be made up and presented to the appropriate teacher within three (3) days of the student's return.

I will abide by the 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 (_____) Not approved

Signature of Dean of Students: _____ Date of Approval/Disapproval: _____

Cc. Student File, Main Office