



DIXON ROAD ELEMENTARY SCHOOL

APPLICATION TO EXCUSE A FAMILY-SPONSORED EDUCATIONAL TRIP

It is the parents' responsibility to plan worthwhile objectives and activities for a family-sponsored educational trip. This form **must** be submitted five (5) days prior to the trip. Prior approval **must** be obtained before absences can be excused.

***NOTE* Follow-up documentation to indicate successful achievement of objectives, along with all classwork and homework to be missed, is to be submitted to the teacher upon return to school.**

The information below must be completed in full by a parent or legal guardian.

Date of Form Completion: _____ **Date(s) of Trip:** _____

Student's Name: _____ **Number of Days to be Missed:** _____
(A maximum of 5 days will be excused)

Homeroom Teacher: _____

Educational Purpose/Objectives:

Activities to be performed:

Parent Name: _____ **Parent Email:** _____

Teacher Prior Approval: _____ **Date:** _____

Principal Prior Approval: _____ **Date:** _____

THIS AREA TO BE COMPLETED BY SCHOOL STAFF ONLY

Missing Classwork/Homework Received _____ **Teacher Signature** _____ **Date** _____ []

Documentation of completed objectives received _____ Absences Excused _____ Absences NOT Excused _____ []

Principal's Final Approval: _____ **Date:** _____