



HOLY SPIRIT CATHOLIC SCHOOL
BE IN THAT NUMBER

Educational Trip Request Form

Holy Spirit Catholic School realizes that certain circumstances arise during the school year that may cause parents to request permission from the school for their child/children to be absent due to an educational trip. The school asks that each request has educational value. If the principal or designee approves the trip request, all make-up work and tests must be coordinated with the student's teacher(s). Major projects, papers, etc., will be required to be submitted before the student leaves on the trip if the due date falls during the trip. Shopping trips, extended weekends at the beach/lake or other similar trips shall not be classified as having legitimate educational value.

In order for the proper school personnel to determine if each request has the necessary merit, parents are required to complete this form and return it to the school office. A determination will be made as soon as possible after receipt of the request.

Student's Name: _____

Grade: _____ Homeroom Teacher:

Today's Date: _____ Date(s) Requested: _____

Briefly describe the nature of the trip and the educational value to be derived by the student:

Parent / Guardian Name: _____

Address: _____

Cell Phone Number: _____

Parent / Guardian Signature: _____

Note: If the request is not approved, it does not mean the trip may not be taken. The decision always rests with the parent / guardian. It does mean, however, that if the trip is taken and the student misses school after the request was denied, no work may be made up. This includes tests as well as daily work. Approved absences shall be coded excused and unapproved absences shall be coded unexcused on the student's permanent record.

A parent / guardian must return this form completed to the Holy Spirit Catholic School office. This allows school personnel to know that a parent / guardian did see and approve this request.

Returned by: _____

School Employee Signature: _____

Date: _____

Approved: _____

Not Approved: _____

Date: _____

Principal or Designee Signature: _____