

**UPPER PERKIOMEN SCHOOL DISTRICT
ELEMENTARY SCHOOL
EDUCATIONAL TRIP REQUEST**

Dear Parents:

Please use this form if you wish to request an excused absence for an educational trip. Educational Trips may be excused if approved by the Building Principal. Please submit this form with the information below completed to the principal of the school to which your child attends. This information must be submitted at least **one week** before the date of your planned educational trip.

Name (s) of children:

Grade Teacher

Grade Teacher

Grade Teacher

1. The responsible adult in whose company the child will be: _____
2. Dates of absence: _____
3. Destination: _____
4. Educational aspects of trip: _____

Parent (s) Signature:

Telephone Number:

Date:

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AT LEAST ONE WEEK BEFORE THE ABSENCE. We will contact you if there is a problem with this request.

FOR OFFICE USE ONLY

Approved Disapproved Principal Signature