

UPPER PERKIOMEN SCHOOL DISTRICT
Marlborough Elementary

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 Signature: _____

Telephone #: _____

Date: _____

**THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AT LEAST
ONE WEEK BEFORE THE ABSENCE.**

FOR OFFICE USE ONLY

Approved _____ Disapproved _____ Principal's Signature _____