

**PLEASANT VALLEY SCHOOL DISTRICT**  
**STUDENT RELEASE**  
**Educational Trip**  
**2019 – 2020**

Approval must be requested in advance for any educational trip taken during the school year. The principal must be notified at least *two weeks prior* to the absence. No student may spend more than a total of five (5) school days on an approved educational trip in any given school year. Extended trips must be discussed with the building administrator to outline necessary requirements.

Dates of Extended Absence:      First Date Absent \_\_\_\_\_      Last Day Absent \_\_\_\_\_

Trip Destination \_\_\_\_\_

\*School Work Requested:      \_\_\_\_\_ YES      \_\_\_\_\_ NO

*\*Whether or not school work is requested, it is the student's responsibility to make up all work missed during the extended absence.*

**Elementary and Intermediate School Students**

Student Name \_\_\_\_\_      Grade \_\_\_\_\_

Teacher Name \_\_\_\_\_      Room # \_\_\_\_\_

**High School and Middle School Students**

Student Name \_\_\_\_\_      Homeroom # \_\_\_\_\_

Students will take this form to their classroom/course teachers who will sign it on the space corresponding to the period in which they teach the student. A space has been provided for the teacher to assign schoolwork for the student.

	Teacher Signature	Class Assignment
1		
2		
3		
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11		

Parent/Guardian and student signatures below indicate understanding that this request may be denied if the trip is not educational in nature. A building-approved Non-school District Sponsored Educational Trip or Tour (up to five [5] days in length) and/or College Trip (up to three [3] days in length) will not be considered an absence, but will instead be counted as an approved field trip. All written requests need to list the dates of requested absence. It is further understood that the student is responsible to make up all tests/quizzes missed during the absence within five (5) days of return to school. Assigned work is due upon the student's return unless other arrangements have been made.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal Signature

\_\_\_\_\_  
 Date