

**PLEASANT VALLEY SCHOOL DISTRICT
STUDENT RELEASE for EDUCATIONAL TRIP**

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 each class. Course teachers will sign in the space corresponding to the period in which they teach the student and describe assignment(s) in the space provided. Assignment pages may be attached.

Pd	Teacher Signature	Class Assignment
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
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 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