



To: All Parents  
From: Kenneth A. Berlin, Superintendent  
Subject: **Non-School Sponsored Educational Trips**

Under present school board policies, the superintendent or his designee must approve all non-school sponsored educational trips. Such approval must be made prior to the trip and is contingent on the following conditions:

### **Regulations**

All non-school sponsored educational trips that will result in the absence of the pupil must be pre-approved by the superintendent or his designee. Approval will be contingent on the following conditions:

- a. The pupils participating in a non-school sponsored educational trip must be under the supervision of the parent, guardian or another adult acceptable to the superintendent.
- b. At least 50% of the time the student will not be in school must be spent in traveling.
- c. The parents or guardians must submit a travel itinerary to the superintendent or his designee.
- d. The itinerary will include a description of the educational activities that are to be experienced by the student.
- e. It is the obligation of the student to procure all school assignments from their teachers prior to the commencement of the trip. The student will be required to make up any work that is missed during the trip. The parents or guardians will be required to sign a statement acknowledging these responsibilities of the students(s).
- f. No non-school sponsored educational trip will be approved by the superintendent or his designee if it results in an absence of more than ten days unless it is justified by the academic and attendance record(s) of the student(s). In no case will an approved trip result in more than twenty days of absence.
- g. The student(s) may be required to submit a report to the principal regarding the educational aspects of the trip upon returning to school.

The attached form is to be used by parents to request approval for an educational trip. It should be submitted at least two weeks prior to the commencement of the proposed trip. Should you have any questions, please call your child's building principal or the superintendent.

**REQUEST FOR NON-SCHOOL SPONSORED EDUCATION TRIP**

This form is to be used by parents to request permission for their children to be excused from school for a trip. It should be submitted at least 2 weeks prior to the commencement of the trip. If you have any questions, please call your child's building principal.

Date of Request: \_\_\_\_\_

Student's Name:	Grade:	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Trip: \_\_\_\_\_ to \_\_\_\_\_

Number of school days to be absent: \_\_\_\_\_

Destination and description of the educational activities to be experienced by the student(s) named above. The names of the places you plan to visit or other activities you plan to experience are sufficient.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of parent requesting (Please Print Legibly) \_\_\_\_\_

Signature of parent requesting: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date Received \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

\_\_\_\_\_  
Principal

Copies to: Parents  
 School(s) involved