

**Rattlesnake Elementary
Student Application for Family Educational Tour or Trip**

Part 1. To be completed by parent of guardian

Student Name: _____

Telephone: _____

Grade: _____

Teacher: _____

Proposed travel destination: _____

Dates student will be absent from school: _____

Were prior requests granted during this school year? Yes or No

Dates: _____

Purpose of our trip:

Reason why trip cannot be taken when school is not in session:

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher. Attendance letters will continue to be sent.

Date: _____

Parent/Guardian Signature: _____

Part 2. To be completed by the student's teacher:

Subject Assignments/Comments

Due Date

(Attach sheets if necessary)

Part 3. To be completed by the building principal

Please check one: Approved Disapproved

Other notes/Reason for disapproval _____

Date: _____

Signature of Principal: _____

Of Absent Days Year-to-Date:

Family Educational Tour or Trip:

- **Request for Excuse**
The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least 14 calendar days prior to the date on which the student seeks to be excused from compulsory attendance.
- **Administrator's Discretion**
The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of Rattlesnake Elementary to discourage excused absences for educational tours or trips during the first two weeks of school, any state assessment testing window, and the final two weeks of any school term.
- **Assignments**
Upon request by a parent, guardian or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments/responsibilities which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).
- **Return to School**

The students shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.