

Big Spring Middle School Educational Trip Request Form

Student's Name: _____ Grade/Section: _____

Dates of Absence: _____

Reason for Absence: _____

Please list the following:

Trip Sites:	Educational Value:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Student will be accompanied and supervised by:

____ Parent/Guardian _____ Phone: _____
____ Other Adult: _____ Phone: _____
____ Organization: _____ Phone: _____

Parent Signature _____ date _____

Parent Signature _____ date _____

Students:

This form should be given to the middle school office at least **three (3) days prior** to the absence. Absences of 2 or more days require students to submit a **two page written report** to the middle school office the first day they return to school following the trip. This report should describe the educational value of the trip. Classroom assignments are also due upon the first day student has returned to school.

____ I have received the homework assignment sheet and know a report and assignments are due the first day I return to school.

For School Use Only

Approved: ____ Disapproved: ____

Comments: _____

Administrator's Initials: _____ Date: _____