



### EDUCATIONAL TRIP ABSENCE REQUEST FORM

Given the educational value of trips, the principal may excuse absences from school for educational travel. Please complete one form per family and submit to [frontdesk@miquon.org](mailto:frontdesk@miquon.org) at least 14 days before your planned educational trip. Families are responsible for requesting and making up any assignments for the period of absence.

Name(s) of Child(ren)

Class

_____	_____
_____	_____
_____	_____
_____	_____

Responsible adult(s) accompanying child \_\_\_\_\_

Date(s) of absence \_\_\_\_\_

Destination of trip \_\_\_\_\_

Describe the educational value of the trip. (Continue on the other side if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

*You will be notified if the request is denied or if more information is needed.*

APPROVED  NOT APPROVED

Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_