

# Educational Trip Plan

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Trip- From \_\_\_\_\_ To \_\_\_\_\_

Parents and Teachers: Family vacations are not excused unless there is an education plan in place. To be excused, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. Please use this form to create an educational plan for the above student to request that absences from school for an educational trip be excused.

This form must be submitted at least **three school days before the start of the planned absence**: The plan also must include information about when and how missed class work or assignments will be completed and turned in.

Proposed Educational Activities	Grade-Appropriate Evidence of Learning

**We agree to this Educational Plan.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

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**The Educational Plan for this student is**  **Sufficient**  **Insufficient.**

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