

**Application for Excused Absence Due to Trip of Educational Value**  
**Completed Form Must Be Submitted At Least Five (5) Days Prior to the Scheduled Absences**

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

Number of Days Release Requested: \_\_\_\_\_ (10 Maximum)

**Core Curriculum Subject:** (Please circle all that apply.)

English    Math    Science    Social Studies    Fine Arts    Vocational/Practical Living

**Significant Educational Value of Trip:**

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**Type of Activities to be Included** (Must include one activity for each day of absences; attach additional sheets if necessary):

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**Parent Contract:**

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, do hereby request that my child be excused from school from \_\_\_\_\_ to \_\_\_\_\_ in order to attend an educational trip. My signature below confirms that this trip is of significant educational value, and I release Emma B. Ward Elementary and the Anderson Co. Board of Education from educational responsibilities for my child during this time. I understand that my child will be held responsible for completing any missed school work as assigned to school.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Contract:**

I \_\_\_\_\_, understand that I am responsible for any school work missed during the time I am away from school on an educational trip. I also agree that I will complete all assignments and turn in within three (3) days after returning to school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Status of Request:**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Student agrees to complete a ½ page reflection on the educational value of the trip.  
Focus on what was learned from the experience.

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