

**SOUTHERN LEHIGH SCHOOL DISTRICT
LOWER MILFORD ELEMENTARY SCHOOL**

EDUCATIONAL TRIP REQUEST

Dear Parents:

Please use this form if you wish to request an excused absence for an educational trip. Educational Trips may be excused if approved by the Building Principal in advance. Please submit this completed form to the principal before the date of your planned educational trip.

Name(s) of children:

_____ Teacher _____
_____ Teacher _____
_____ Teacher _____

1. The responsible adult in whose company the child will be:
2. Date(s) of absence:
3. Destination and educational aspects for trip:

Parent's Signature _____
Telephone # _____
Date _____

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL BEFORE THE ABSENCE.

We will contact you if there is a problem with this request.

DO NOT FILL IN INFORMATION BELOW (office Use Only)

Approved _____
Disapproved _____