

Southern Lehigh School District
Liberty Bell 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 Liberty Bell children

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 _____	Initials _____
Disapproved _____	Initials _____
	Principal

TL/cf
REV 11/03