

SOUTHERN LEHIGH SCHOOL DISTRICT
HOPEWELL 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. Please submit this form with the information below completed to the principal of the school to which your child attends. This information must be submitted 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. Dates of absence:
3. Destination and educational aspects of 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 _____

ROUTE TO TEACHERS:

Office - For File