



Lewisville Elementary School
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REQUEST FOR EDUCATIONAL LEAVE

STUDENT(S): _____

TEACHER(S): _____

DATE(S) OF TRIP: _____

DESTINATION: _____

Briefly describe how this trip will be educational for your child(ren)

NOTE TO PARENTS: Educational vacations are a valuable part of a child's education. However, it is critical that they attend school each and every day. Educational trips must be submitted at least two weeks in advance in order to be considered for approval. Requests received during or after the trip will be denied. Only 5 days cumulative may be approved as excused during the school year.

Note: Your child must complete all missed assignments as well as maintain a daily journal regarding the educational activities. The journal must be submitted to the teacher when the child returns to school.

Parent Signature: _____ **Date:** _____

Completion of the form does not insure approval. You will be contacted with the decision prior to the trip.

Principal Decision: _____ Approved _____ Denied

If approved, dates excused _____

Principal Signature: _____ **Date:** _____