

WORCESTER COUNTY PUBLIC SCHOOLS
6270 Worcester Highway
Newark, Maryland 21841

Student Trip Approval Request Form

This form is to be completed and forwarded to the Principal's office at least ten (10) days prior to departure. Under the policy of the Board of Education, a maximum of seven (7) school days will be excused for family trips during any one school year. Absences above seven (7) days are considered unexcused. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction.

School: _____ Date of Request: _____

Student: _____ Grade: _____

Adult Responsible: _____ Phone: _____

Destination: _____

Dates of Trip: _____ Number of School Days Absent: _____

Type of Trip: Educational Family Harmony

Signature of Adult Responsible: _____ Date: _____

STUDENT: This form must be signed by all persons listed below. Please return to the office as soon as all teachers involved have signed.

Signatures (verifying notice of request - not approval)

1st: _____ 5th: _____

2nd: _____ 6th: _____

3rd: _____ 7th: _____

4th: _____ 8th: _____

Principal's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____