

NORTH EAST INTERMEDIATE ELEMENTARY
{REQUEST FOR APPROVAL OF FAMILY EDUCATIONAL TRIP}

PARENTS: Please complete the following information and return the form to the NEIE office one (1) week prior to the scheduled absence(s) for approval by the Principal.

Student Name: _____ **HR Teacher:** _____ **HR:** _____

NEIE recognizes that there are times when it is necessary for your child to be excused from school attendance for the purposes of travel, educational trips, and other important family matters. We also acknowledge that, in order for students to achieve and grow as learners, it is critical that continuous attendance occur throughout the school year. When an extended absence is necessary, students will be afforded the opportunity to make up missed school work for excused absences.

DATES OF ABSENCE: [from] _____ [through] _____.

TOTAL DAYS OF ABSENCE: _____.

REASON FOR ABSENCE: [please include the nature and location of the trip and educational objectives].

PARENT SIGNATURE: _____ **DATE:** _____

THIS SECTION TO BE COMPLETED BY CLASSROOM TEACHERS (signatures)

| | | | |
|--------------|-------|----------------|-------|
| ELA | _____ | MATH | _____ |
| SS | _____ | SCIENCE | _____ |
| ART | _____ | LIBRARY | _____ |
| MUSIC | _____ | PE/POOL | _____ |

PRINCIPAL'S SIGNATURE: _____ **DATE:** _____
Mrs. Dina Hathaway, NEIE

THIS SECTION TO BE COMPLETED BY ATTENDANCE OFFICE

Total Absences to Date: _____ Total Days Requested: _____ Year Total: _____