

SAINTS COSMAS AND DAMIAN SCHOOL

Request for approval of an educational/vacation trip

The following requirements must be met and this form must be completed and signed by the student's parents or guardians **at least ten (10) school days prior to the beginning of the trip.**

1. Educational/vacation trips must be limited to **one per school term** (August through June).
2. Students must be doing passing work in all subject areas.
3. Students must be regular in attendance.
4. No work in any subject area should be incomplete at the time of the request.
5. Every effort should be made to work ahead in all subject areas before leaving on the trip.
6. Any work missed during the trip must be made up in full. It is the responsibility of the student (or parent of primary students) to meet with the teachers to acquire missed assignments. Even though the child will be enriched through his/her travel experiences, class time cannot be fully compensated for by completing missed assignments, due to the nature of hands-on activities, class discussions, and demonstrations.
7. If work is not completed after return of the trip within a reasonable amount of time, that work will be considered a failure. No incomplete grades will be given.
8. The initials of each teacher signify that the academic requirements have been met.

Name of student: _____ Grade _____

Date of Trip: _____ to _____

Destination of Trip: _____

Parent/Guardians' signature: _____ Date: _____

I understand that trips are limited to one per school year. Subsequent ones will be illegal days.

Teacher initials: _____

Principals' Signature _____ Date: _____