



## REQUEST FOR NON-SCHOOL SPONSORED TRIP

Parent/guardian should use this form to request permission for their child to be excused from the Erie County Technical School for a trip. It should be submitted at least **one week** prior to the trip for instructor and principal approval.

Date of request: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Sending School: \_\_\_\_\_

Grade: \_\_\_\_

Program: \_\_\_\_\_

Session: AM / PM

Dates of trip: \_\_\_\_\_ to \_\_\_\_\_

Number of school days absent: \_\_\_\_\_

Destination and description of trip:

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*This trip is included in the student's 10 legal absences each year. Students with illegal absences or legal excuses exceeding 10 will not be approved for the trip and will not be permitted to make up and missed work.*

Signature of requesting parent/guardian: \_\_\_\_\_

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Current grade: \_\_\_\_\_%

Supported / Not supported

Student will complete assignments: prior to/during the trip / upon return from the trip

Instructor's signature: \_\_\_\_\_

Legal absences: \_\_\_\_\_ Illegal absences: \_\_\_\_\_

Principal's approval: \_\_\_\_\_