

Educational Leave Pre-Approval Form

(This form must be approved by the principal of your school prior to departure)
Each day that will be counted as an educational field trip status must include an educational element. Please include your itinerary below.

Day 1.

Day 2.

Day 3.

Day 4.

Day 5.

Pre-Approved _____ Not Approved _____

Principal's signature _____ Date: _____

Reasons:

If your educational trip has been pre-approved, you must complete the following steps within 5 days of your return.

1. On a separate sheet of paper, please include a paragraph of where and what you have learned each day.
2. A photograph, drawing or brochure of educational visit or place for each day.
3. All your make-up work returned for your classes within 3 days of return on trip.