FIFER MIDDLE SCHOOL
FAMILY TRIP & SPECIAL EVENT
REQUEST FORM

PROCEDURE
1) Student: Complete all of the PERSONAL DATA and TRIP INFORMATION sections and fill in the “Course” column in the STUDENT SCHEDULE section.
2) Parent: Sign in the space at the bottom of the form.
3) Teachers: Sign & make comments.
4) Principal: Sign & indicate whether trip is approved (considered “Excused” absences) or not approved (considered “Unexcused” absences).

PERSONAL DATA
Name: ____________________________ Grade: ________
Address: __________________________________________
_________________________________________ Phone: ________

TRIP INFORMATION
Destination __________________________ Number of school days to be missed ______
Dates of: First day student will be out of school: ____/____/____
Day student will return to school: ____/____/____
Educational value of trip: __________________________________________
________________________________________

STUDENT SCHEDULE
Per. Course Teachers’ Signatures Teachers’ Comments
1st
2nd
3rd
4th
5th
6th
7th

Each teacher must sign above before this request can be acted upon. Teachers should make comments regarding the student’s attendance, grade in class and the degree to which the trip may jeopardize the student’s performance in class.

Student signature: ___________________________ Parent signature: ___________________________

Principal’s signature: ___________________________ Absences will be: [ ] Excused [ ] Unexcused