

**GLENDALE ELEMENTARY SCHOOL  
EDUCATIONAL TRIP REQUEST FORM**

Submit the completed form to the Principal's office at least five (5) days prior to scheduled trip. Days that are approved by the Principal and Superintendent will be recorded as excused absences. In advance of the trip, the parent/student should make arrangements to make-up all work that will be missed.



\_\_\_\_\_ *Student's Name* \_\_\_\_\_ *Grade* \_\_\_\_\_ *Date of Application*

\_\_\_\_\_ *Parent/Guardian's Name* \_\_\_\_\_ *Telephone Number*

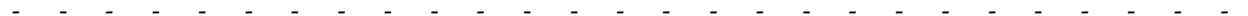
\_\_\_\_\_ *Street Address/PO Box Number* \_\_\_\_\_ *City, State, Zip Code*

*Date(s) of trip:* \_\_\_\_\_

*Itinerary:* \_\_\_\_\_

*Explain educational purpose of trip:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_ *APPROVED*      *OR*      \_\_\_\_\_ *DO NOT RECOMMEND*  
*Reasons:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *Principal's Signature* \_\_\_\_\_ *Date*



\_\_\_\_\_ *APPROVED*      *OR*      \_\_\_\_\_ *DENIED*  
*Reasons:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *Superintendent's Signature* \_\_\_\_\_ *Date*