

**WORCESTER COUNTY PUBLIC SCHOOLS**

6270 Worcester Highway

Newark, Maryland 21841

Student Trip Intent Form

This form is to be completed and forwarded to the Principal's office at **least ten (10) days prior to departure**. Under the policy of the Board of Education, a maximum of five (5) school days will be excused for family trips during any one school year. Plans for the completion of missed classwork should be completed prior to the trip. Satisfactory arrangements must be made with the teacher and principal at least ten (10) school days in advance. Absences above five (5) days are considered unexcused. It is strongly recommended that families plan trips around days when schools are closed to minimize days lost from classroom instruction even if the trip is approved.

School: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Adult Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Number of School Days Absent: \_\_\_\_\_

Type of Trip:       Educational                       Family Harmony

Signature of Adult Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT: This form must be signed by all persons listed below. Please return to the office as soon as all teachers involved have signed.

Signatures (verify notice of intent - not approval - All core teachers should sign)

1st: \_\_\_\_\_ 5th: \_\_\_\_\_

2nd: \_\_\_\_\_ 6th: \_\_\_\_\_

3rd: \_\_\_\_\_ 7th: \_\_\_\_\_

4th: \_\_\_\_\_ 8th: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_