



Educational Travel & Hunting Trip Form

State Attendance Regulation section 11:26: Upon receipt of a written

request from parents of the student involved, student may be excused for school attendance to participate in an educational tour or trip during the school term, at the expense of the parents when such a tour or trip is so evaluated by the Director, is subject to direction and supervision by an adult and acceptable to the Director and to the parents of the student concerned.

Please select trip type from the options below:

☐ **Educational Travel:**

- Full Day CTC students are allowed to take up to five (5) educational travel days with their family yearly. These days are considered legal absences if appropriate educational travel forms (below) have been submitted two (2) days prior to the date of travel. If, at the time that the request is received, the student has accumulated three (3) or more illegal/unexcused absences, the request will be denied.
- Full-day CTC students are allowed to take up to three (3) days for college visitations or testing. This will require a signed note from the institution to verify attendance at their school.
- Half-day CTC students will follow their sending school policies for family vacations and college visitation days.

☐ **Hunting Trip:**

- CTC students are allowed to participate in hunting activities if sending school district policy allows. These days are considered legal absences if appropriate hunting trip forms have been submitted two (2) days prior to the date of trip. If, at the time that the request is received, the student has accumulated three (3) or more illegal/unexcused absences, the request will be denied.

Education and Hunting Trips are included in the ten (10) parental excuses permitted for each student.

TO BE COMPLETED BY PARENT/GUARDIAN

Name of Student _____ Grade Level _____

School District _____ CTC Program _____

Date(s) of Proposed Absence _____

Other Family Members Attending _____

Proposed Itinerary including location (county, state or country)

Parent/Guardian Signature _____ Date _____

Parent/Guardian Phone # _____

TO BE COMPLETED BY CTC

Number of days absent this school year _____

Number of educational travel days this year _____

Number of unexcused or unlawful days this year _____

CTC Program Instructor Signature _____ Date _____

LCCTC Administrator Signature _____ Date _____

Excused Absence _____

Unexcused Absence _____