Prior to participating in a school-sponsored trip, students must complete the Excused Absence form and obtain permission from the director of academic affairs. If the trip will involve an overnight stay, students must also complete the Overnight Trip Request.

The Trip Permission form is completed by the parent/guardian prior to the beginning of each school year and provides the necessary permissions for most school trips. If further permission is necessary, the trip sponsor or another staff member will contact the parent/guardian of each student to obtain required permission.

Unexpected or unscheduled trips shall be handled on a case-by-case basis.

The policies, procedures, and rules found in the *Academic and Residential Life Handbook* always apply to any school-sponsored trips. A student who does not have parental permission on file the day of the trip will not be allowed to depart from school with the group.