

Educational Travel Leave Template

Subject: Educational Travel Leave Request

Dear [Principal's Name],

I am writing to request permission for my child, [Student's Name] in [Grade/Class], to be absent from school for educational travel purposes.

Our family has planned a trip to [Destination] from [Start Date] to [End Date]. This travel opportunity will provide [Student's Name] with valuable cultural and educational experiences including [brief description of educational value].

I understand that missing school time affects [Student's Name]'s learning, and I am committed to ensuring minimal impact on [his/her] academic progress. I would appreciate receiving assignments in advance so that [Student's Name] can work on them during the trip.

I have attached our travel itinerary and would be happy to discuss how this experience can complement [Student's Name]'s current curriculum.

Thank you for considering this request.

Respectfully,

[Parent's Name]

[Contact Information]

[Date]

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