

## EDUCATIONAL TRIP REQUEST

A student is permitted to take educational trips throughout the school year with his/her parents/guardians and receive an excused prearranged absence provided parents/guardians comply with program requirements. Excusal shall be granted only by the building principal upon written request from parents/guardians of the student involved. When an educational trip is planned, which will require a student to be absent from school, an Educational Trip Request Form should be **completed and returned to the office at least one (1) week prior to the trip.** Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent.

**PLEASE NOTE:** Educational Trips Will Not Be Approved For The Last Ten School Days or During PSSA, Keystone Exams, Midterm or Final Testing Periods. Test Dates Change Annually. Please Check with your Building Principal for Testing Dates.

- An educational trip request form must be completed for each child.
- **Please have your child/children return the completed form to the school office at least one week prior to your trip.**

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Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Grade \_\_\_\_\_ 1st Period Teacher \_\_\_\_\_

Parent's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Number of days student will be absent from school \_\_\_\_\_

Dates of requested absence \_\_\_\_\_

Destination and educational benefits to be derived:

\_\_\_\_\_

\_\_\_\_\_

**I certify the above information to be correct.**

**Signature of Parent/Guardian:** \_\_\_\_\_

**NOTE:** Please have your student acquire assignments from all of his/her subject teachers to plan ahead for the work that will be missed during the trip. **All assignments are due to the appropriate teacher within 5 school days of the last date of excused absence for the trip.**

Teachers should initial appropriate subject to indicate the student received assignments. The trip will not be approved without teachers' initials.

Math \_\_\_\_\_ Reading \_\_\_\_\_ Foreign Language \_\_\_\_\_ English \_\_\_\_\_  
Social Studies \_\_\_\_\_ Science \_\_\_\_\_ Other \_\_\_\_\_

<p>OFFICE USE ONLY</p> <p>Date Received: _____</p> <p>Signature of Building Principal/Designee: _____</p>	<p>Approved/Not Approved: (Circle One)</p>
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