

**Ellwood City Area School District
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.

Student Name _____ Student # _____

ELEMENTARY SCHOOL Grade _____ Building _____ Teacher _____

HIGH SCHOOL 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 time of the trip.

FOR HIGH SCHOOL ONLY: Teachers should initial appropriate subject to indicate students received assignments. The trip will not be approved without teachers' initials.

Math _____ Reading _____ Foreign Language _____ Other _____

English _____ Social Studies _____ Science _____ Vo Tech _____ Other _____

OFFICE USE ONLY

Date Received _____ **Approved/Disapproved (circle one)**

Signature of Building Principal/Designee _____