

**HARRISBURG SCHOOL DISTRICT
EDUCATIONAL TRIP AND TOURS
REQUEST FORM**

NAME OF STUDENT _____
SCHOOL _____
STUDENT SIGNATURE _____
GRADE _____

PARENT/GUARDIAN _____
PARENT/GUARDIAN SIGNATURE _____

NATURE OF TRIP [where to and reason] _____

DATES OF TRIP [first day absent from school and return date to school]
From _____ To _____
[NOT TO EXCEED 5 TOTAL SCHOOL DAYS IN A SCHOOL YEAR]

CHAPERONE _____
CHAPERONE'S TELEPHONE NUMBER _____

PRINCIPAL'S SIGNATURE OF APPROVAL _____

PRINCIPAL'S SIGNATURE OF DISAPPROVAL _____
REASON(S) FOR DISAPPROVAL _____

NOTE:

1. Students must submit this form to the Principal two weeks in advance of the trip [10 school days]
2. Students must submit the form, signed by the Principal, to their teacher to request work one-week in advance of the trip [5 school days]
3. Request will not be granted if the field trip is scheduled for the final two weeks of a marking quarter
4. All work must be turned in within five school days of the student's return. Students who have not been granted excused absence(s) will be considered unexcused. They will not be permitted to make up work or take any tests. During such absences and as such, the normal attendance procedures will be followed and implemented.