

EAST PENNSBORO AREA SCHOOL DISTRICT

REQUEST FOR EDUCATIONAL TRIP

Parents/guardians shall be permitted during the school year to request that their child be excused from school attendance for purposes of an educational trip. The student will be permitted to take educational trips not to exceed five (5) school days per school year. To be eligible, the student must be accompanied by a parent/guardian or responsible adult authorized in writing. When an educational trip is planned which will require a student to be absent from school, a **Request For Educational Trip form must be completed and returned to the office not less than five (5) school days prior to the proposed trip.** Neglecting to obtain prior approval for the educational trip may result in unexcused daily absences for those days absent. **PLEASE NOTE:** Educational trips are discouraged and may be denied during the first and last ten school days because this is a critical time during the educational process for the teacher and student. Educational trips are also discouraged and may be denied during PSSA testing. **The student is responsible for all school work missed while on an educational trip. The same parameters that apply to the make-up of work for any other absence shall also apply in this case. (Students/parents are encouraged to meet with teachers in advance of their trip to secure work to complete while absent from school). Please see School Board Policy 205.**

Student's Name _____ Grade _____ Building _____

Parent/Guardian _____ Telephone _____

Number of days absent from school _____ Please circle one: 1st trip 2nd trip

Date(s) of requested absence _____

Responsible adult with whom the student will be traveling _____

Relationship to the student _____

Destination and educational benefits to be derived _____

If you have other children in East Pennsboro school buildings who are requesting permission to take this trip, list their name(s) and school(s) and submit an additional educational trip form for each building.

I certify the above information to be correct _____

APPROVED _____ DISAPPROVED _____

Signature of Building Principal/Designee _____

NOTE: The building administrator will use the following to approve or disapprove the requested educational trip: (1) Educational merit of trip; (2) Scholastic standing of student (i.e. current grades, etc.); (3) Attendance record of student (i.e. absences totaling over 10% of the school year, required doctor's excuse, and/or unlawful/truant days).

DATE REC'D FROM PARENT/GUARDIAN _____

SUBMITTED TO BLDG ADMINISTRATOR _____

RETURNED TO BUILDING OFFICE _____

ORIGINAL SENT TO PARENT _____

COPY PLACED IN FILE _____