

Parent Request Form – Educational Trip

Parents/Guardians: Use this form to request permission for your student(s) to be granted excused absence from school to participate in an educational trip. Return the signed form to the principal for approval.

Student _____ Grade _____

Date(s) of Absence from School for the Educational Trip:

Educational Trip Itinerary

What is the nature of the educational experience provided by this trip?

(Principal may discuss this experience with parents to determine its educational value.)

Who will accompany the pupil(s)? _____

Is this trip new to the student(s) or will it be a repeat of a previous trip?

I verify the above information is correct. I also understand each child has the same number of days upon returning to school to make up the work missed as the number of days approved for the educational trip.

Parent/Guardian Signature: _____ Date: _____

Educational Trips

Absences due to family trips are expected to be of an educational nature, and are limited to five (5) days per school year, with prior application and approval (at least one week) from the principal. The interactive nature of teaching and learning cannot be duplicated when missed in a classroom. When possible, prior written work will be provided by teachers. Written work may be made up upon return to school. Students will be held accountable for the skills that were presented in the classroom during the absence. This may result in a lower test score or a reduced grade if there are gaps in skills caused by the absence. We urge parents to weigh the advantages and disadvantages of these experiences when making travel plans that may result in absence from school. For students in third and fourth grade who are required to participate in the PSSA tests, educational trips will not be approved during PSSA testing periods.

OFFICE USE ONLY

Approved Disapproved Reason _____ Initials _____

Educational Report received on _____ Makeup work completed on _____

Copies distributed to: Administrator Teacher(s) Student File(s) Parent/Guardian