

Educational Trip Request Form
Return the completed form to the building principal
Five (5) school days prior to the planned trip.

A student is permitted to participate in educational trips during the school year totaling five (5) school days which includes Take Your Child to Work. No single trip may exceed five (5) school days. The student's absences will be considered excused if the student's parents or guardians comply with the following policy requirements. A parent may not assume an educational trip has been approved by the District until the submitted approval form has been returned. If a parent selects to have his or her child participate in an educational trip without prior administrative approval, the absence or absences will be considered unlawful and/or unexcused. Academic work may not be made up during an unlawful or unexcused absence.

Because of critical periods during the school year, an educational trip will not be approved for the first ten (10) days or the last ten (10) days of the school year. No educational trips will be approved during the District's PSSA or achievement testing windows. End of the year educational trips will only be approved if the days of the trip fall outside the original District calendar approved by the Board of School Directors.

Approval for "Take Your Daughter/Son to Work Day" will only be approved once during a student's school career unless the parent's job location and/or position changes.

Neglecting to gain prior approval for an educational trip shall result in the days of absence being recorded as unexcused and/or unlawful. School work missed as a result of an approved educational trip is the responsibility of the student. School work completed and submitted to a teacher by a student more than five days after returning from an educational trip will not be accepted. If school work is not submitted in a timely manner by a student following an educational trip, all trip related absences will become unexcused.

Student's Name _____ Birth Date _____

Grade _____ Teacher/Homeroom _____ Vo-Tech ___ Yes ___ No

Parent/Guardian Name _____ Telephone _____

Address _____

Number of days to be absent from School _____

Dates of Absence _____ through _____

Are other children attending School in the Susquenita School District? ___ Yes ___ No

If yes, which building(s) _____

Trip Destination: Specify specific place: City _____, State _____,
Site(s) of interest _____

The student must be able to demonstrate the educational value of the trip upon his or her return to school. The school will accept this report in either a written, oral, or visual format.

Educational value of trip _____

I certify the information provided is correct.

Parent/Guardian Signature _____ Date _____

Documented Attendance

Current School Year

Excused absences _____ Unexcused and/or Unlawful absences _____

Previous Education Travel

Current School Year ____ Yes ____ No

Location _____

Date _____

Request Complies with Existing Policy

_____ Yes _____ No

_____ Approved _____ Disapproved

Principal's Signature

Date

Distribution upon complete processing:

Copy - Parent

Copy - Principal

Original – Cumulative File