

## REQUEST FOR EDUCATIONAL TRIP

### TO BE COMPLETED BY PARENT/GUARDIAN

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Date of Application \_\_\_\_\_ Dates of Trip \_\_\_\_\_ to \_\_\_\_\_  
(first day of absence) (last day of absence)

Destination(s) \_\_\_\_\_

Itinerary, anticipated educational objectives of the trip, and expected outcomes for children:

\_\_\_\_\_  
 \_\_\_\_\_

Names and relationships of accompanying adult(s):

\_\_\_\_\_

### TO BE COMPLETED BY THE STUDENT/STAFF

PERIOD	CLASS	TEACHER	RECOMMEND		COMMENTS
			YES	NO	

### TO BE COMPLETED BY THE SCHOOL

Number of day's student has been absent to date: cumulative days \_\_\_\_\_ total days \_\_\_\_\_

Date received in school office: \_\_\_\_\_

Decision: **Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_ **Conditionally Approved** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

Reason for disapproval or conditional approval: \_\_\_\_\_ excessive absenteeism \_\_\_\_\_ poor academic performance

\_\_\_\_\_ standardized testing \_\_\_\_\_ other \_\_\_\_\_

**Student/Staff Name**

(Last) \_\_\_\_\_

(First) \_\_\_\_\_

Grade \_\_\_\_\_

**WEST BRANCH AREA SCHOOL DISTRICT**

**REQUEST FOR EDUCATIONAL TRIP**

**INSTRUCTIONS**

The Request for Educational Trip form must be completed by a parent/guardian. This form is used when a student will be taking an educational trip during the school year and requests to have the days they will be absent marked as excused. This form must be completed and returned to the Principal's Office at least one (1) week in advance of the absence if the student is to be granted an excused absence. To be approved, a family educational trip must be under the direct supervision of a parent, guardian or legal custodian. A separate form must be completed for each student. The maximum number allowed from all requests during any one year will be five (5) days. Both sides of this form must be completed before the educational trip.

**EDUCATIONAL TRIP GUIDELINES**

- A. The completed Educational Trip form **WITH ALL OF THE SIGNATURES** (student, parent, and teachers) must be turned in to the high school office **AT LEAST ONE WEEK PRIOR TO THE TRIP**. **If the Educational Trip form is not turned in at least one week prior to the trip, the days missed may be counted as unexcused/illegal absences.**
- B. Students with attendance, academic, or discipline issues may not receive approval. **NOTE: If the student has missed 10 cumulative days or 20 total days prior to submitting the request, or if the student will miss over 10 cumulative days or 20 total days counting the trip, the request will NOT be approved. Days missed will be considered as unexcused/illegal absences.**
- C. **Students are only permitted a maximum of five (5) days total per school year for Educational Trips. Any additional days will be 'UNEXCUSED'.**
- D. Students are responsible for getting work from their teachers **PRIOR TO** going on the trip. Students should have work to turn in upon their return from their trip.
- E. Parents/Guardians will be responsible for the education of the student during the trip, assuring the completion of assignments and any make-up work.
- F. Upon their return to school, students should turn in their assigned work. They must also complete any other work missed during their trip.
- G. **STUDENTS MUST HAVE ALL WORK SATISFACTORILY COMPLETED AND TURNED IN TO THEIR TEACHERS FIVE DAYS AFTER THEIR RETURN. IF WORK IS NOT SATISFACTORILY COMPLETED AND TURNED IN TO THEIR TEACHERS WITHIN TEN DAYS OF THEIR RETURN TO SCHOOL, THEIR ABSENCES FOR THE EDUCATIONAL TRIP WILL BE CONSIDERED UNEXCUSED.**
- H. The School District shall accept neither financial responsibility nor liability for students excused for the purpose of educational travel.
- I. **DAYS MISSED FOR EDUCATIONAL TRIPS WILL COUNT INDIVIDUALLY TOWARD THE 24 DAY RULE.**
- J. Educational trips may not be approved during periods of district testing (i.e. PSSA exams, 4Sight Exams, Midterm Exams, Final Exams, etc.). If an Educational Trip is approved during Midterm or Final Exams, the student and parent are responsible for making arrangements with the school to make up missed exams. Exams not made up within a timely manner (as determined by the administration) will be counted as a zero (0).

**PARENT/GUARDIAN AND STUDENT SIGNATURES**

I have read the above directions and guidelines. I understand that:

- all policies and guidelines must be followed for the Educational Trip days to be counted as excused absences
- all days missed will count toward the 24 Day Rule.
- if all work is not made up within 5 days of returning to school, all days will be counted as unexcused absences.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_