

PENN CAMBRIA SCHOOL DISTRICT

EDUCATIONAL TRIP REQUEST APPROVAL FORM

****NOTE – These days count toward the student’s absences.

This form is for prior approval of absences (must be submitted before the trip)
in order to count as excused absences.

STUDENT’S NAME _____

SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____

ADDRESS _____
Street City State Zip Code

Phone Number

DESTINATION/REASON FOR REQUESTING TRIP DURING THE SCHOOL TERM:

EDUCATIONAL BENEFITS STUDENT WILL RECEIVE:

DURATION OF TRIP _____ to _____ Total # of days _____
Month/Day/Year Month/Day/Year

BOARD POLICY #204 – ATTENDANCE governs the approval or non-approval of trips.
Both student(s) and parent(s) are responsible to acquaint themselves with this policy and comply accordingly. (See policy 204 AR statement on reverse side of this form.)

I affirm that I have read, and I understand the provisions of the board policy governing educational tours and trips.

Date

Parent/Guardian’s Signature

Date

Principal’s Signature

*A student can only request one (1) educational trip per school year and the days requested must be taken consecutively for a maximum of ten (10) days.

Requests for educational tours and trips will be considered as excused absences if prior approval is requested and granted by the respective principal and the duration and frequency do not interfere with the student's educational progress. Any educational tours and trips for which prior approval is not obtained may be considered as unexcused and/or unlawful and, if in excess of three (3) days, a first notice may be served on the parent/guardian.

Non-school-sponsored educational tours or trips that constitute reasonable cause for absence from school, if the following conditions are met:

- a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
- b. The student's participation has been approved by the Superintendent or designee.
- c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

Parents/Guardians of the student must submit an educational trip request approval form to the school principal prior to the student absence for said trip.

Conditions of approval:

1. Students who participate in an educational trip after receiving prior approval of the principal shall be considered lawfully absent.
2. Students will be given the opportunity to make up any class work, assignments, projects or tests.
 - a. The teacher will provide an outline of the material covered and assignments for the period of absence upon request by the student.
 - b. Make-up tests will be administered at the teachers' convenience.
 - c. All make-up work must be completed within a period of time equal to the length of the approved trip, commencing with the first school day after the completion of the trip.
3. In grades K-8, students accumulating absences of four (4) or more days in the first nine (9) week period, eight (8) or more in the second, twelve (12) or more in the third, and fifteen (15) or more in the fourth nine (9) week period may be refused permission. If the trip is taken, make up will be forfeited.

In grades 9-12, students accumulating absences of four (4) or more days in the first nine (9) week period, eight (8) or more days in the second, four (4) or more in the third, and eight (8) or more in the fourth nine (9) week period may be refused permission. If the trip is taken, make up privileges will be forfeited.

4. Trips shall be limited to no more than ten (10) days of approved trip. Days missed due to trip will be counted toward the thirty (30) day and fifteen (15) day attendance rule.

No more than one (1) educational trip request approval will be granted to any student.