



Susquehanna Township School District  
2579 Interstate Drive  
Harrisburg, PA 17110  
(717)657-5100 x. 50147

**REQUEST FOR EDUCATIONAL TRIP**

Although Susquehanna Township School District recognizes the value of educational trips, it is also aware of the importance of students being in class on a regular basis. The District requires that parents comply with the following guidelines relative to educational trips:

- The request for an Educational Trip must be submitted to the principal at least seven (7) days in advance of the trip,
- The trip must be educationally sound,
- The trip must not be detrimental to the student’s progress or success in school,
- The trip may not take place during the Pennsylvania Department of Education’s approved testing window for Keystone and/or PSSA exams,
- The trip may not take place during the last two (2) weeks of school, unless an emergency exists.
- The number of cumulative days for educational trips in one school year may not exceed five (5) days.

**Please complete this form and submit to your child’s building administrator at least seven (7) days in advance of the trip.**

**Failure to meet any one of the aforementioned guidelines will result in the request being denied.**

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

Dates of Trip (MM/DD/YYYY – MM/DD/YYYY) \_\_\_\_\_

Will siblings enrolled in other District schools participate in the educational trip?     Yes    No

Names of students and grades \_\_\_\_\_

Describe the educational nature of the trip \_\_\_\_\_

Who will supervise the student while on the trip? \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

For administrator’s use only

Attendance History \_\_\_\_\_ Academic Average \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_