



KEYSTONE CENTRAL SCHOOL DISTRICT

86 Administration Drive, Mill Hall, PA 17751

REQUEST FOR FAMILY EDUCATIONAL TRIP
(TO BE COMPLETED ONE WEEK PRIOR TO TRIP*)

Educational Trip requests will be considered for approval when the following criteria is met by the learner:
1. The learner is in good academic standing (eligible for extra curricular activities), 2. Has three (3) or less UNLAWFUL days, 3. Has missed ten (10) or less EXCUSED days. If the request is approved, the number of approved days will not count toward the ten (10) day excused limit established in the District's attendance policy. No more than a total of seven (7) school days may be used for the purpose of educational trips during any one school year without the approval of the Director of Pupil Services.

Student Name: Telephone:

Address: Grade:

School Attending: Homeroom Teacher:

Date of Planned Absence: Number of School Days:

The Keystone Central School District recognizes the value of educational travel. However, the parent / guardian must assume responsibility for the learner's academic progress while not in attendance. A learner's education is a shared responsibility between the District and the home; therefore, educational travel must be directly related to sound educational objectives. Immediately below, please describe the itinerary of educational activities and places you expect to visit and how they relate to your child's educational goals (additional information may be attached).

Blank lines for describing the itinerary of educational activities.

I / we assume responsibility for my learner's education while on educational travel and will assume responsibility for my learner's assignments and / or work while on educational travel.

Signature of Parent / Legal Guardian

-----INFORMATION BELOW FOR SCHOOL USE ONLY-----

OF EXCUSED ABSENCES TO DATE: # OF UNEXCUSED/ILLEGAL ABSENCES TO DATE:

PREVIOUS EDUCATIONAL TRIPS:

PRINCIPAL'S SIGNATURE:

OUTCOME: APPROVED () DISAPPROVED () DATE:

IF DENIED, REASON FOR DENIAL:

DIRECTOR OF PUPIL SERVICES SIGNATURE:

OUTCOME: APPROVED () DISAPPROVED () DATE:

** Secondary learners will be given a sign-off sheet to have each of their teachers sign-off on when they find out what assignments they will be missing during their educational travel.