

**PLEASE SUBMIT TO THE SCHOOL OFFICE BEFORE FAMILY ACTIVITIES or TRAVEL DAYS**

**EASTERN LANCASTER COUNTY SCHOOL DISTRICT**

**EDUCATIONAL TRAVEL FORM**

The School District recognizes that from time-to-time learners may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents or guardian of the learners involved, learners may be excused from school attendance to participate in educational trips or tours.

The determination of each request will be made on the following: attendance records, and the frequency of such requests, i.e. if a learner is on dr. excuses only- no travel days will be excused.

**This form must be submitted 5 days prior to the date of departure, or the absence will be counted as Unexcused.**

It is to be understood by each learner and parent that class work missed during the period of absence will be made up. Learners will be limited to five (5) days of educational travel, any days exceeding the 5 allotted days will be counted as unlawful absences. A separate form should be signed for each learner within the Eastern Lancaster County Schools.

**Make up work is due upon the return to school!**

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**TO BE COMPLETED BY PARENT:**

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Dates of Proposed Absence: \_\_\_\_\_

Other Family Members Attending ELANCO (name and school) : \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE COMPLETED BY SECONDARY LEARNERS:** Before this form is submitted, teachers should initial to indicate they are aware of upcoming absence and assignments are received.

**Middle School:** Humanities: \_\_\_\_\_ ELA: \_\_\_\_\_ Math: \_\_\_\_\_ Science: \_\_\_\_\_ S.S: \_\_\_\_\_

**High School:** Block 1: \_\_\_\_\_ Block 2: \_\_\_\_\_ Block 3: \_\_\_\_\_ Block 4: \_\_\_\_\_

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**TO BE COMPLETED BY SCHOOL:**

Number of Educational Travel Days Taken This Year: \_\_\_\_\_ Number of Days Absent This Year: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

\_\_\_\_\_ EXCUSED \_\_\_\_\_ UNEXCUSED