

# SCRANTON SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 204-AR-9. REQUEST FORM FOR NONSCHOOL-SPONSORED EDUCATIONAL TRIPS

The School Board and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a nonschool-sponsored **educational** trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204. Attendance and the **district's attendance procedures**.

If you have any questions or require assistance, please contact the **building** principal of the school which your child attends.

Sincerely,  
Melissa McTiernan  
Superintendent of Schools

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**REQUEST FORM**

Name of Person in Parental Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Destination: \_\_\_\_\_  
\_\_\_\_\_

2. Day(s) the student(s) will be missing school: \_\_\_\_\_  
\_\_\_\_\_

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State the reasons why the educational trip cannot be taken on days when school is not in session.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Student will be accompanied by the person in parental relation. Yes \_\_\_\_\_ No \_\_\_\_\_

Student will be accompanied by \_\_\_\_\_.

6. Name(s) of school age students attending the trip and the building to which assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE RETURN TO THE BUILDING PRINCIPAL.

\_\_\_\_\_  
Person in Parental Relation Date

\_\_\_\_\_  
Building Principal Date



\_\_\_\_\_  
Director of Leadership & Accountability Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

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

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Chief Compliance Officer

Date