

UPPER ADAMS SCHOOL DISTRICT  
REQUEST FOR FAMILY EDUCATIONAL TRIP

This form is to be used in accordance with Upper Adams School District Policy 204.1 – Family Educational Trips, which can be found at [www.upperadams.org](http://www.upperadams.org), About Us, Policies and Procedures, to request permission for a student to be excused from school to participate in a family educational trip during the school year.

1. Complete this form and submit it to the school office at least 3 days prior to the date of the trip.
2. After being processed, a copy of this form will be given to your student.
3. If approved, this form may serve as your student’s absence excuse when he/she returns to school.
4. Students will be permitted the same number of days after the absence as were originally granted for the absence to submit all course requirements issued during the absence. Teachers may grant exceptions to this “day-for-day” procedure as needed.

Student Name: _____	Building: _____	Grade: _____
Student Name: _____	Building: _____	Grade: _____
Student Name: _____	Building: _____	Grade: _____
Student Name: _____	Building: _____	Grade: _____
Student Name: _____	Building: _____	Grade: _____
Student Name: _____	Building: _____	Grade: _____

Dates of Trip: \_\_\_\_\_ thru \_\_\_\_\_ Date Returning to School: \_\_\_\_\_ Number of Days Absent: \_\_\_\_\_

Place/Area to be Visited: \_\_\_\_\_

Educational Activities Planned for This Trip: \_\_\_\_\_

Is this form submitted at least three (3) days prior to the trip? \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Office Use Only

Date Received at Building: \_\_\_\_\_ Received By: \_\_\_\_\_

If siblings are listed on request, has this document been shared with those buildings? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has this student(s) met the requirements outlined in UASD Policy 204.1? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please indicate why: \_\_\_\_\_

**Building Approval (Note: Each Building Principal will give approval/denial for the students attending their building ONLY)**

**Biglerville Elementary Principal/Designee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Designee Approval: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

**Upper Adams Intermediate School Principal/Designee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Designee Approval: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

**Upper Adams Middle School Principal/Designee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Designee Approval: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

**Biglerville High School Principal/Designee Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Designee Approval: \_\_\_\_\_ Approved \_\_\_\_\_ Denied