Great Valley School District Educational Travel/College Request Form

Please complete this form if you wish to request that your child's absence(s) from school for an educational family trip/college visit be excused. Requests should be submitted at least (2) weeks before the date of departure. Submission of this form alone does not constitute approval. You will be notified as to whether this request has been approved or if more information is needed. Requests made on the day of absence or after the fact are considered unlawful. The form may also be completed online underline.

Student's Name: _____ Student ID: _____

School: _____ Grade: _____

Trip start date: _____ Trip end date: _____

Total number of school days: _____

The trip will be an:

Educational trip ☐   **College visit** ☐

Destination: _____

College(s) the student will visit: _____

_____

Educational value of trip, please provide a brief description of the trip:

_____

_____

Note: A maximum of five (5) school day absences per year for educational travel will be considered excused. It is the responsibility of the student to request work that will be missed prior to the absence(s). All school work received should be completed and given to the teacher(s) on the day the student returns to school, unless other arrangements have been made. The responsibility for the completion of any assignment rests with the individual student and the discretion and convenience of the subject teacher. This request constitutes a commitment on the part of the student to contact each of his or her teachers to arrange for the completion of assignments following the trip. Teachers are not required to provide work prior to the trip and there should be no expectation that this will occur.

You will need to complete a form for each child that will be attending the educational trip/college visit.

Parent Name: _____ Parent Signature: _____

Email Address: _____ Phone Number: _____