



LEHIGHTON AREA SCHOOL DISTRICT
REQUEST FOR EDUCATIONAL TOUR OR TRIP NOT SCHOOL SPONSORED

(To be completed by a parent/guardian and returned to the Principal's Office one (1) week in advance of the absence if student is to be granted an excused absence.)

_____ will be absent from school on
(Name of Student) (Building/Grade)

_____ to participate in an educational tour or trip provided during the school term at
(Date[s] of Absence)
the expense of the parent(s)/guardian(s).

Destination: _____

Indicate specifically how the student will benefit educationally from this trip:

Explain why the trip could not be taken on days when school is not in session:

Name(s) of adult supervisor(s) during trip: _____

☐ Father
☐ Mother
☐ Relative
☐ Other

Please list below the name(s), grade(s) and building(s) for any sibling(s) in district schools also going on this trip:

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

Special Note:

All schoolwork and tests missed during the approved trip must be made up. The student is responsible for initiating the process of making up the work missed.

In addition, a daily log listing the educational experience encountered by the student during the trip may be required. A copy of this log, if required, must be submitted to the Building Principal at the completion of the trip.

_____ (Date) _____ (Parent/Guardian Signature) _____ (Telephone No.)

Approved ☐ Disapproved ☐ _____

(Signature of Principal) (Date)