

# MILLVILLE AREA SCHOOL DISTRICT

PO Box 260 Millville, PA 17846

570-458-5538 X 3220 Fax: 570-458-5584

High School Office  
PO Box 260  
570-458-5538 X 2303  
Fax 570-458-5583



Elementary Office  
PO Box 300  
570-458-5538 X 1000  
Fax 570-458-4715

## EDUCATIONAL JOURNEY PRE-APPROVAL FORM

- Requests must be filled out for educational absences of three (3) to ten (10) days.
- The form must be completed and returned to the school office at least one week in advance of the start of a vacation. **Pre-approval is required.**
- The student must arrange with all of his/her teachers for the completion of homework assignments while away.
- All work must be given to the teachers the first day back in class and scheduling of make-up work is at the discretion of each teacher.
- No more than ten (10) school days per year will be approved for educational trips.

Student(s) Name(s)	Homeroom/First Period Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dates Absent: \_\_\_\_\_

Educational site(s) to be visited (list all anticipated): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Parent (Original)  
Office (copy)