



KEYSTONE CENTRAL SCHOOL DISTRICT
86 Administration Drive, Mill Hall, PA 17751

REQUEST FOR FAMILY EDUCATIONAL TRIP
(TO BE COMPLETED ONE WEEK PRIOR TO TRIP\*)

Educational Trip requests will be considered for approval when the following criteria is met by the learner:
1. The learner is in good academic standing (eligible for extra curricular activities), 2. Has three (3) or less UNLAWFUL days, 3. Has missed ten (10) or less EXCUSED days. If the request is approved, the number of approved days will not count toward the ten (10) day excused limit established in the District's attendance policy. No more than a total of seven (7) school days may be used for the purpose of educational trips during any one school year without the approval of the Director of Pupil Services.

Student Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date of Planned Absence: \_\_\_\_\_ Number of School Days: \_\_\_\_\_

The Keystone Central School District recognizes the value of educational travel. However, the parent / guardian must assume responsibility for the learner's academic progress while not in attendance. A learner's education is a shared responsibility between the District and the home; therefore, educational travel must be directly related to sound educational objectives. Immediately below, please describe the itinerary of educational activities and places you expect to visit and how they relate to your child's educational goals (additional information may be attached).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ I /

we assume responsibility for my learner's education while on educational travel and will assume responsibility for my learner's assignments and / or work while on educational travel.

Signature of Parent / Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

-----INFORMATION BELOW FOR SCHOOL USE ONLY-----

# OF EXCUSED ABSENCES TO DATE: \_\_\_\_\_ # OF UNEXCUSED/ILLEGAL ABSENCES TO DATE: \_\_\_\_\_

PREVIOUS EDUCATIONAL TRIPS: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

OUTCOME: APPROVED (\_\_\_\_\_) DISAPPROVED (\_\_\_\_\_) DATE: \_\_\_\_\_

IF DENIED, REASON FOR DENIAL: \_\_\_\_\_

DIRECTOR OF PUPIL SERVICES SIGNATURE: \_\_\_\_\_

OUTCOME: APPROVED (\_\_\_\_\_) DISAPPROVED (\_\_\_\_\_) DATE: \_\_\_\_\_

\*\* Secondary learners will be given a sign-off sheet to have each of their teachers sign-off on when they find out what assignments they will be missing during their educational travel.

**Central Mountain Middle/High School**  
 Educational Trip Review Form – Grades 6-12

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Number \_\_\_\_\_

List dates that school will be missed due to the educational trip: (Dates) \_\_\_\_\_

This form must be completed and submitted **BEFORE** trip approval is considered. Approval will be contingent upon your grades, attendance record, and your responsibility for keeping up with your assignments during the trip.

The purpose of this form is to: 1) Notify your teachers of your absence; 2) Check that you are in good academic standing; 3) Obtain homework assignments before your absence from school; 4) Check your attendance.

**ACADEMIC STANDING**

PERIOD	SUBJECT	WORK ASSIGNED WHILE ABSENT	Current Grade	Teacher Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				

-----THIS SECTION FOR OFFICE REVIEW-----

ATTENDANCE REVIEW: \_\_\_\_\_ PREVIOUS TRIP DAYS

\_\_\_\_\_ TDY DAYS      \_\_\_\_\_ EXC ABSENCES      \_\_\_\_\_ UNL ABSENCES

\_\_\_\_\_  
 DATE OF REVIEW

Approved by Building Principal

\_\_\_\_\_  
 Signature and Date

Denied by Building Principal

\_\_\_\_\_  
 Signature and Date