

**State College Area School District  
Educational Trip Request**

Because of the importance of class attendance, the school district does not recommend lengthy student absences whether excused or unexcused. The policy for Educational Tours and Trips, that are not school sponsored, is as follows:

- A determination by the principal that the trip is educational and excusable.
- Advance notification of education trips. Parents must request approval **two weeks** prior to the trip; otherwise, there may be inadequate time to provide assignments.
- A total of **ten** days in an academic year will be excused for educational trips. Additional absences for educational trips will be unexcused.
- The appropriateness of assignments given will be determined by the teacher and the principal. Teachers may require such assignments as math, written logs, reading, and/or written reports.
- An exceptions to this policy due to extenuating circumstances must be approved by the Director of Secondary Education. Excusal of prolonged absence will be considered on an individual basis.
- It is the parent's responsibility to follow up with the child's teacher(s) for assignments **prior** to the trip.

Student Name: \_\_\_\_\_ Homeroom (if known) \_\_\_\_\_

Student Number (if known) \_\_\_\_\_

**This form must be submitted to each child's school.** Please list other children below:

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Dates of trip: From \_\_\_\_\_ to \_\_\_\_\_ Number of school days \_\_\_\_\_

Total number trip days to date \_\_\_\_\_

Description of trip:

---

---

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

Signature of School Principal: \_\_\_\_\_ Date \_\_\_\_\_

(FORM MUST BE SUBMITTED IN HARD COPY with original Parent/Guardian signature)