

DERRY TOWNSHIP SCHOOL DISTRICT

EDUCATIONAL TRIP/TRAVEL FORM



Educational Trip/Travel forms must be submitted at least 10 calendar days in advance of the trip

The *Pennsylvania Department of Education* classifies educational trips as an excusable absence from school if the following conditions are met;

1. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
2. The student's participation has been approved by the superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the superintendent.

As such, the District recognizes there may be situations when students receive educational benefit from travel opportunities that cannot otherwise be scheduled during regular breaks in the school calendar. In order for a student to be excused for educational travel, parents/guardians must submit a written request to the building principal prior to the absence. Request must be submitted to the building principal a minimum of ten (10) calendar days in advance of the trip. Principals may excuse students for a maximum of five (5) cumulative school days.

Date of Request: _____

Student's Full Name: _____

Grade/Section/Homeroom: _____

Date(s) of Proposed Absence: _____

Name of adult directing or supervising the tour or trip if other than Parent/Guardian: _____

Describe the Trip: (Include the destination and experiences which could be educational in nature and provide the student a valuable experience outside the classroom.)

Parent/Guardian Signature: _____

Date: _____

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DISTRICT/BUILDING USE

Date Received in School Office: _____

Total # of Absences to Date: _____

Total # of Unlawful Absences: _____

Total # of Days for this Request: _____

Total # of Education Trip Days: _____

Decision: Approved Disapproved

Reason for Disapproval: Excessive Absenteeism Poor Academic Performance
 Exceeded 5 Days of Educational Trips State Assessment Testing Window
 Other: _____

Principal Signature: _____

Date: _____