

Seneca Valley School District



Tracy L. Vitale, Ed.D.
Superintendent

Administration Center
124 Seneca School Road
Harmony, PA 16037-9134
PHONE: (724) 452-6040
FAX: (724) 452-6105

Parent/Guardian,

The Pennsylvania School Code requires that we classify absences as “unexcused” unless the absence is the result of illness, death in the immediate family, quarantine, exceptionally urgent matters or approved educational trips. These educational trips must be approved by the office in advance of the trip and include valid educational activities to be completed during the trip.

Under the Itinerary of Trip section of the form, you are asked to provide us with “activities which could be educational in nature and will provide the child with some valuable experience outside the classroom”. Some examples of both acceptable and unacceptable activities are listed below.

Please note that only one educational trip will be approved per year. Trips will not be approved during the first two weeks or the last two weeks of the school year or during district-wide standardized testing. In addition, students must have a grade of “C” or higher and less than 10 percent absenteeism.

Complete the following form and return to the school office. A separate form must be completed for each building. *This request should be submitted two weeks prior to the scheduled trip and this form must be received in our office prior to the proposed absence.* Absences for trips which have not been pre-approved or did not include acceptable educational activities will be marked “unexcused” and addressed appropriately. *Please remember that a regular excuse is still required after returning from your trip.*

Thank you for your cooperation,

Principal

Acceptable Activities

Museum visits
Visits to national landmarks
Study of local geography/history
Keeping a daily journal of the trip
Map skills/trip planning skills
Writing/presenting a report
Learning about other cultures at Epcot
Learning about marine life
Religious activities/functions

Unacceptable Activities

Travel to relatives
Vacation
Holiday travel
Leaving early for holidays
It's none of your business
Sightseeing
Travel
Only listing location of travel

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ELEMENTARY STUDENT EDUCATIONAL TRIP FORM

****REQUESTS SHOULD BE SUBMITTED AT LEAST
TWO WEEKS PRIOR TO THE SCHEDULED TRIP****

Student Name: Click here to enter text. Grade: Click here to enter text.

Building: Click here to enter text. Teacher: Click here to enter text.

Dates of Proposed Absence: From: Click here to enter a date. To: Click here to enter a date.

Persons directing and/or supervising student during above absence:

Name: Click here to enter text.

Address: Click here to enter text.

Itinerary of Trip: Include activities which could be educational in nature and will, therefore, provide the child with some valuable experience outside the classroom.

Click here to enter text.

List the names and grades of the other school age children participating in this experience:

<u>Name</u>	<u>Grade</u>	<u>Teacher</u>
<u>Click here to enter text.</u>	<u>Click here to enter text.</u>	<u>Click here to enter text.</u>
<u>Click here to enter text.</u>	<u>Click here to enter text.</u>	<u>Click here to enter text.</u>
<u>Click here to enter text.</u>	<u>Click here to enter text.</u>	<u>Click here to enter text.</u>

***Please print the form and sign below to certify that all the above information is correct.**

Parent Signature: _____ Date: _____

FOR SCHOOL USE ONLY:

Approved: _____

Conditional Approval: _____

Not Approved: _____

Building Administrator: _____