



# Minersville Area School District

P.O. Box 787, Minersville, Pennsylvania 17954  
(570) 544-1400

Michael J. Maley  
High School Principal

Nannette M. Bentz  
Elementary Principal

Joel S. Motuk  
Assistant to the Principal

Todd Rizzardi  
Assistant Principal

Jill M. Atkinson  
Special Education Director

## Educational Trip Request

Student Name \_\_\_\_\_ Grade/Section \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

I/We \_\_\_\_\_ request permission to take \_\_\_\_\_  
Parent/guardian child's name

on an educational trip to \_\_\_\_\_

Dates of the trip are: \_\_\_\_\_

Complete names of **other children enrolled** in the Minersville Area School District who will participate in the trip:

Name \_\_\_\_\_ Grade/Section \_\_\_\_\_ Building \_\_\_\_\_

Name \_\_\_\_\_ Grade/Section \_\_\_\_\_ Building \_\_\_\_\_

Name \_\_\_\_\_ Grade/Section \_\_\_\_\_ Building \_\_\_\_\_

The Minersville Area School District has created procedures regarding educational leaves that emphasize the need for students to be in school on a regular basis. Those district policies and procedures are listed on the reverse side of this form and can be found in the Student Handbook.

Parent or guardian signatures acknowledge acceptance of all district policies and procedures for student educational leaves.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Building Administrator \_\_\_\_\_

Date \_\_\_\_\_

<input type="checkbox"/> Approved
<input type="checkbox"/> Disapproved

NOTE: This form is due at the building office 5 school days prior to the first day of absence.

Junior - Senior High School  
Fax - (570) 544-5866

Elementary Center  
Fax - (570) 544-1404

Early Childhood Center  
Fax - (570) 544-8254

Special Education  
Fax - (570) 544-3415

## Educational Leave Policies and Procedures

In accordance with School Board Policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law. Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the student(s). **Please fill out an Educational Trip Request Form, which can be found in all school buildings. One form may be used for students in either the Llewellyn, the Elementary Center or High School buildings.** Consideration of such a request is dependent on these conditions:

1. Trips may not exceed the maximum of five (5) days per school year.
2. All days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under the age of seventeen (17.)
3. Parents are encouraged not to plan trips during the first or last ten (10) days of the school year.
4. **AN EDUCATIONAL TRIP REQUEST FORM SHOULD BE FILLED OUT BY THE PARENT/GUARDIAN FIVE (5) DAYS PRIOR TO STUDENTS' REQUESTED LEAVE. FORMS ARE AVAILABLE AT ALL BUILDING OFFICES.**
5. The purpose of the trip must be stated.
6. The principal prior to approval will review each request. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. the student's academic standing;
  - b. the student's attendance record;
  - c. the student's disciplinary record.
7. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received; the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
8. The student is expected to complete all schoolwork that is assigned during the school absence. The teacher prior to the trip will provide such assignments to the student. It will be the student's responsibility to contact teachers and make up any missed assignments.
9. Permission will not be granted for trips/tours during the State or District's standardized testing period.