

**CAMP HILL SCHOOL DISTRICT  
MIDDLE SCHOOL/HIGH SCHOOL PRE-ARRANGED TRIP REQUEST FORM**

Parents, during the school year, shall be permitted to request that their child be excused from school attendance for the purposes of a family educational trip. Such requests **MUST** be made **at least one (1) week in advance of the trip by completing this form.**

This form will be reviewed by the Principal, who will then act on the educational merit of the trip, the academic record, and the attendance record of the student.

**NO MORE THAN FIVE (5) DAYS SHALL BE APPROVED DURING A GIVEN SCHOOL YEAR.**

NO TRIPS WILL BE APPROVED DURING MID-TERM OR FINAL EXAMINATION PERIODS.

An approved trip is considered an excused absence **ONLY** if missed work is completed by the student within an acceptable time (one school day for each school day of pre-arranged absence.) A trip that is not approved will be considered unexcused and work may not be made up.

**Students MUST see teachers before the trip begins in order to secure any work which may be completed while on the trip. Students will NOT be required to take tests which were missed while on the trip if ANY new material was covered during the absence. If students are absent for a "review" day only, the student may be required to take the test at the teacher's discretion.**

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

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

Trip Dates (absence from school: From: \_\_\_\_\_ To: \_\_\_\_\_)

First Trip this school year? Yes \_\_\_\_\_ No \_\_\_\_\_ Date(s) of Previous Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Educational benefits derived from this trip: \_\_\_\_\_

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Do you have any other students who will also be attending this trip? Please list names and grade.

**(NOTE: If there is a sibling at the elementary or middle school, it will be necessary to secure and submit a separate form which can be obtained from their offices.)**

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Signature of Parent/Guardian

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Date

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Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

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Signature of Principal

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Date