



**Susquehanna Township School District
2579 Interstate Drive
Harrisburg, PA 17110
(717)657-5100**

REQUEST FOR EDUCATIONAL TRIP

Although Susquehanna Township School District recognizes the value of educational trips, it is also aware of the importance of students being in class on a regular basis. The District requires that parents comply with the following guidelines relative to educational trips:

- The request for an Educational Trip must be submitted to the principal at least seven (7) days in advance of the trip,
- The trip must be educationally sound,
- The trip must not be detrimental to the student's progress or success in school,
- The trip may not take place during the Pennsylvania Department of Education's approved testing window for Keystone and/or PSSA exams,
- The trip may not take place during the last two (2) weeks of school, unless an emergency exists.
- The number of cumulative days for educational trips in one school year may not exceed five (5) days.

Please complete this form and submit to your child's building administrator at least seven (7) days in advance of the trip.

Failure to meet any one of the aforementioned guidelines will result in the request being denied.

Name of Student _____ Grade _____

Dates of Trip (MM/DD/YYYY – MM/DD/YYYY) _____

Will siblings enrolled in other District schools participate in the educational trip? _Yes _No

Names of students and grades _____

Describe the educational nature of the trip _____

Who will supervise the student while on the trip? _____

Parent Signature _____ Date _____

For administrator's use only

Attendance History _____ Academic Average _____

Approved _____ Disapproved _____ Date _____