Eastern Lebanon County High School
Educational Travel Form

Instructions for completing this form:

- **Use a separate form for each student. Each Building has a specific form.**
- **Return the completed form to the main office *TWO Weeks PRIOR to the trip.***
- **This request must be approved in advance for the absence to be approved.**

Name of Student: _____ Grade: _____

Date(s) of proposed absence: From: _____ To: _____ Number of Days Absent from School:: _____

Person(s) directly supervising the student during the above absence(s):

Name: _____ Relationship to student: _____

Address: _____ Phone: _____

1. Describe the trip:

   _____

   _____

   ____

2. In what way do you consider this trip to be of educational value to the student?

   _____

   _____

   ____

All students : The student is responsible to contact the appropriate teachers concerning this absence in order to be aware of all assignments that must be completed. Teachers are not approving the absence, merely they are signing that they are aware of the absence(s).

Upon returning to school, the student will, on his/her own time, be responsible for making up the work missed. All make-up work is to be accomplished to the satisfaction of the teacher concerned. If, for any reason the trip is canceled or shortened, the student(s) must report to school the first you return home. The student will have an equal number of days to make up the work based on the number of excused days absent. For instance, if the student is out 3 days, they will have 3 days to complete the work once they return.

To be signed by the Teachers: (Teachers **MUST** be contacted for assignments before leaving for the trip.)

Period 1: _____ **Period 4/5/6:_____**

Period 2: _____ **Period 7: _____**

Period 3: _____ **Period 8: _____**

Trips **WILL NOT** be approved during any of the Keystone testing dates for students involved in testing. Additionally, trips **WILL NOT** be approved during mid-term and/or final exams for all students. Check the High School Calendar for dates.

The number of school days of excused absence for educational trips/tours shall be a maximum of six(6) days per school year. Absences for educational trips/tours in excess of six(6) days shall be considered illegal or unexcused with applicable penalties. As per School Board Policy 204, approved trip days **ARE** counted as part of the ten(10) days of lawful school absences, before a doctor's note is required.

We have read School Board Policy 204 guidelines, and we are aware of the responsibilities, which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines.

Date : _____ Parent/Guardian Signature: _____

Parent/Guardian Printed:_____

FOR SCHOOL USE ONLY:

Prior Requests : _____ Date(s) of : _____

Determination:

____ Approved

date(s):_____

____ Not Approved

dates:_____

Reason: _____

Date: _____

Administrator Signature: _____