

Annville-Cleona School District
Request for Education Trip Absence

Form must be completed and submitted five (5) days before the trip.

*Forms submitted less than five (5) days in advance **may not** be excused.*

Only 1 trip form per family is required, although students will be approved on an individual basis.

(Office Use Only) Date form submitted _____

Please list the name and grade of all students attending the trip:

1. _____ Grade: _____ Approved _____ Not Approved _____

Reason(If not approved): _____

Office Use - Absences: _____ Tardies: _____ Trip days taken: _____ Attend. Sec. Initials _____

2. _____ Grade: _____ Approved _____ Not Approved _____

Reason(If not approved): _____

Office Use - Absences: _____ Tardies: _____ Trip days taken: _____ Attend. Sec. Initials _____

3. _____ Grade: _____ Approved _____ Not Approved _____

Reason(If not approved): _____

Office Use - Absences: _____ Tardies: _____ Trip days taken: _____ Attend. Sec. Initials _____

4. _____ Grade: _____ Approved _____ Not Approved _____

Reason(If not approved): _____

Office Use - Absences: _____ Tardies: _____ Trip days taken: _____ Attend. Sec. Initials _____

5. _____ Grade: _____ Approved _____ Not Approved _____

Reason(If not approved): _____

Office Use - Absences: _____ Tardies: _____ Trip days taken: _____ Attend. Sec. Initials _____

Proposed Date(s) of Absence: _____

Person directing and/or supervising the trip:

Name: _____ Relationship to student(s): _____

Address: _____

Phone Number(s): _____

Educational Purpose/Trip Itinerary: _____

Instructions:

Review "Educational Trip Guidelines" provided below and the information on the reverse side of this sheet. Fill-in the above information; parent/guardian signs below. *Any of the students above can return the form to the office. Students at that Secondary Building should return the form to the attendance office.*

Educational Trip Guidelines:

1. The student is responsible for the completion of all assignments and homework missed during the period of absence as determined by the student's teacher. Prior to the absence, in cooperation with the student's teacher(s), a plan should be developed for the completion of all assignments and homework missed during the absence.
2. No trip will be approved for excused absence after the trip has been made, or if the form is submitted late.
3. We have read the school policy and guidelines (summary on the reverse side) and we are aware of the responsibilities that we have assumed or assigned to someone else. We further agree to abide by stipulations as set forth in the policy and guidelines.

Parent/ Guardian Signature: _____

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Educational Tours and Trips

The School District recognizes that from time to time student may have the opportunity to participate in pre planned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents or guardians of the students involved, students may be excused from school attendance to participate in educational tours and trips, when such a trip is evaluated by the Superintendent or designee. Student participants therein are subject to direction and supervision by school approved adult persons.

Pre-Approval forms are to be available in each school office. The determination of each request will be made on the following: prior attendance records, academic performance, previous requests and frequency of such request and the weighted educational value of the request experience. Approval for trips recurring each year may be denied.