

Montoursville Area School District

Family Educational Trip Request

Because of the importance of class attendance, the school district does not recommend lengthy student absences, whether excused or unexcused. The policy (SCHOOL BOARD POLICY 204) for Educational Trips that are not school sponsored is as follows:

- **No family educational trip requests will be approved during PSSA/ Keystone testing windows.**
- Students will be permitted to take **no more than two (2)** educational trips per school year, **not to exceed a total of 10 days.** Additional absences for trips will be unexcused.
- The principal must review the request for an educational field trip *prior* to the trip.
- A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
- Students are responsible for obtaining all assignments and for completing all work covered during the absence from school within a reasonable time.
- Absences accumulated while on an approved educational trip or tour count towards the students ten (10) day absences before a physician's note is required for all future absences.

This form must be submitted to each principal of the building your children attend, prior to the trip.

Parent(s) Name _____ Date Submitted _____

Dates of Trip: From _____ to _____ Number of School Days _____

Destination: _____

Educational Value of the Trip: _____

Student Name _____ School _____ Grade ____

Student Name _____ School _____ Grade ____

Student Name _____ School _____ Grade ____

Parent Signature: _____

Office Use Only

Date _____ Principal's Signature _____

_____ Approved by Principal

_____ Not Approved by Principal