

# 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