



NORTHERN LEBANON ELEMENTARY SCHOOL

Educational Trip Form

Pennsylvania School Law allows that students may be excused for trips deemed to be of an educational nature. In accordance with NLSD Policy #204 **no more than five (5) school days per year will be excused for educational travel.** Failure to receive prior approval will also result in an unexcused absence. Parents and students understand that school work missed during approved travel must be made up. If the form is submitted in a timely fashion, assignments can be provided by teachers in advance of the trip.

To request an excused absence, return this completed form to the Building Principal **at least one week in advance.** If there is more than one elementary child in a family, only one form needs to be completed.

Student Name(s): _____ Grade: _____ Teacher _____
 _____ Grade: _____ Teacher _____
 _____ Grade: _____ Teacher _____

Date(s) Student(s) will be absent from school: _____ # of Days _____

Purpose of Trip:

Destination:

Itinerary: Briefly indicate travel plans which are educational in nature and will, therefore, provide the child(ren) with some valuable experiences outside the classroom.

I hereby request that the above student(s) be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within the period of time as designated by his/her teacher.

Parent Signature: _____ Date: _____

Daytime Phone Number (in case there are any questions regarding this request): _____

(FOR OFFICE USE ONLY)

Number of absences to date: (excused) _____ (unexcused or illegal) _____
 Previous trip requests to date: (# of days excused) _____ (#unexcused) _____

Request for educational trip is:

_____ Approved _____ Disapproved due to: _____

Principal's Signature: _____ Date: _____

Original: School Attendance File

Copies: Parent, Classroom Teacher(s)