

# Middletown Area School District

## Educational Trip/Activity Form

Educational trip days are considered an absence from school. Educational trips scheduled during the school terms are limited to a maximum of five (5) days, with no more than two (2) trips per school year. **Any days taken over five days will be marked as an unexcused absence and must be approved by the Assistant Superintendent.** A request form must be submitted five (5) days prior to the trip. Trips will not be approved during the final two weeks of the school term if final exams are scheduled.

NAME OF STUDENT(S)	SCHOOL	GRADE	TEACHER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Requested Absence:

From: \_\_\_\_\_ To: \_\_\_\_\_ Total Schools Days: \_\_\_\_\_

Destination and description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Educational Benefit: \_\_\_\_\_  
\_\_\_\_\_

I certify the above information to be correct and request permission be granted for the trip/activity described.

\_\_\_\_\_  
Parent/Guardian Signature Date

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**FOR OFFICE USE ONLY**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Assistant Principal Date