



EDUCATIONAL TRIP REQUEST FORM

Dear Parent/Guardian:

It is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process. It is recognized that family circumstances may require a student to be absent from school for what is termed a non-school-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204.1 Educational Trips.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Sincerely,

A handwritten signature in black ink that reads "Chelton L. Hunter, Ed.D.".

Chelton L. Hunter, Ed.D.

Assistant to the Superintendent

Federal Programs Coordinator

Homeless Liaison, Foster Care Liaison

717-948-3300, ext. 1008

EDUCATIONAL TRIP REQUEST FORM

Parent/Guardian: _____ Phone: _____

Address: _____

1. Destination: _____

2. Date(s) Requesting: from _____ to _____ Total School Days: _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value:

4. State the reasons why the educational trip cannot be taken on days when school is not in session:

5. Will student(s) be accompanied by a parent or guardian? Yes _____ No _____

6. Name(s) of school age student(s) attending the trip and the building to which they are assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE RETURN THIS COMPLETED FORM TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.

Parent/Guardian

Date

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Approved: _____ Disapproved: _____ Reason: _____

Principal

Date