

BERMUDIAN SPRINGS SCHOOL DISTRICT



Educational/ Family Trip - Parent Request Form

Parents/Guardians:

Please use this form to request permission for your child(ren) to be granted excused absence(s) from school to participate in an educational trip. All educational trips ***must have prior approval*** to be an excused absence. Educational trips of three or more days must be **submitted at least one week prior** to the trip to be an excused absence.

| CHILD | GRADE | TEACHER | SCHOOL |
|-------|-------|---------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

LENGTH OF TRIP (School Days): ☐ 1 Day ☐ 2 Days ☐ 3 - 6 Days ☐ 7 or More Days

DATE(S) OF ABSENCE FROM SCHOOL:

First Date of Absence: _____ Date of Return to School: _____

PURPOSE OF THE TRIP - (please list any education experience that may apply):

TRIPS TAKEN DURING THE KEYSTONE EXAMS, MID-TERMS, FINALS, PSSA, OR IN-VIEW TESTING WILL NOT BE APPROVED AND WILL BE MARKED AS UNEXCUSED:

Keystone Exam Dates

December 4-15, 2023
January 3-17, 2024
May 15-16, 2024

Mid-Term Exam Dates

Contact the HS

Final Exam Dates

Contact the HS

PSSA Dates

April 22-26, 2024 (Grades 3-8, ELA)
April 29- May 3, 2024 (Grades 3-8, Math)
April 29- May 3, 2024(Grades 4-8, Science)

I verify the above information is correct. I also understand each child is responsible for all class work and activities missed during the days of absence.

Parent/Guardian Signature: _____ Date: _____

SCHOOL USE ONLY:

☐ Approved-Excused days - List dates _____ - _____

☐ Not Approved (Unexcused days) - ☐ Attendance ☐ Exceeds 10 Day Limit ☐ Testing ☐ Request (submitted after absence)

Unexcused days - List dates - _____ Withdrawal Date - _____ *collect technology

Two school days after return meeting will be required for return to School.

BUILDING PRINCIPAL SIGNATURE

DATE

Copies: ☐ Student/Parent/Guardian ☐ Building(s) ☐ Teacher

☐ Guidance Secretary (only when student is to be withdrawn) ☐ Parent Contacted

Educational/Family Trips taken throughout the year may not exceed ten(10) cumulative school days