

BERMUDIAN SPRINGS SCHOOL DISTRICT  
7335 Carlisle Pike, York Springs, PA 17372

(EDUCATIONAL TRIP)  
**PARENT REQUEST FORM**

**PARENTS/GUARDIANS:**

Use this form to request permission for your student(s) to be granted excused absence from school to participate in an educational trip. One or two day 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. Return signed form to youngest child's building principal.

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

**LENGTH OF TRIP:**     1 Day     2 Day     3 or More Days     7 or More Days

**DATE(S) OF ABSENCE FROM SCHOOL:**

First Date of Absence: \_\_\_\_\_ Date of Return to School: \_\_\_\_\_

**WHAT IS THE NATURE OF THE TRIP:**

\_\_\_\_\_

\_\_\_\_\_

**TRIPS TAKEN DURING THE DATES LISTED BELOW FOR KEYSTONE, MID-TERMS, FINALS, PSSA, OR IN-VIEW TESTING WILL NOT BE APPROVED AND WILL BE MARKED UNEXCUSED:**

<u>KEYSTONE EXAM DATES</u>	<u>MID-TERM EXAM DATES</u>	<u>FINAL EXAM DATES</u>	<u>PSSA DATES</u>
January 7-18, 2019 May 13-24, 2019	December 18-21, 2018	May 22-28, 2019 (Seniors) May 28-31, 2019 (Grades 9-11)	April 15-26, 2019 (Grades 3-8, ELA) April 29-May 3, 2019 (Grades 3-8, Math) April 29-May 3, 2019 (Grade 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: \_\_\_\_\_

FOR SCHOOL USE ONLY:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<input type="checkbox"/> Attendance <input type="checkbox"/> Exceeds 10 Day Limit <input type="checkbox"/> Testing <input type="checkbox"/> Request Not Submitted Prior to Absence	
_____	_____
Building Principal Signature	Date
_____	_____
Superintendent Signature (Requests of More Than 7 Days)	Date
COPIES DISTRIBUTED TO: <input type="checkbox"/> Teacher(s) <input type="checkbox"/> Student File(s) <input type="checkbox"/> Student/Parent/Guardian	