

BERMUDIAN SPRINGS SCHOOL DISTRICT



Educational Trip - Parent Request Form

Parents/Guardians:

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

Table with columns: CHILD, GRADE, TEACHER, SCHOOL. Includes horizontal lines for data entry.

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):

Horizontal lines for writing the purpose of the trip.

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

Table with 4 columns: Keystone Exam Dates, Mid-Term Exam Dates, Final Exam Dates, PSSA Dates. Lists specific dates and instructions.

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:

Form for school use with checkboxes for 'Approved-Excused days', 'Not Approved (Unexcused days)', and 'Attendance Exceeds 10 Day Limit'. Includes a note: '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Copies: [] Student/Parent/Guardian [] Building(s) [] Teacher [] Guidance Secretary (only when student is to be withdrawn) [] Parent Contacted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.