

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):

\_\_\_\_\_  
\_\_\_\_\_

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. Includes 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: [ ] 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Copies: [ ] Student/Parent/Guardian [ ] Building(s) [ ] Teacher [ ] Guidance Secretary (only when student is to be withdrawn) [ ] Parent Contacted Educational/Family Trips taken throughout the year may not exceed ten(10) cumulative school days.