

UPPER DAUPHIN AREA SCHOOL DISTRICT

REQUEST FOR EDUCATIONAL TRIP

INSTRUCTIONS:

The attached Request for Educational Trip form must be completed by a parent/guardian. This form is used when a student will be taking an educational trip during the school year and requests to have the absences marked as excused. This form must be completed and returned to the Principal's Office at least two (2) weeks in advance of the absence if the student is to be granted an excused absence. This form is only used for educational trips taken at the parent's expense during the school term. A separate form must be completed for each student. The maximum number allowed from all requests during any one year will be five (5) days. No days will be approved during district scheduled standardized testing dates that are posted on the district calendar at the start of each school year.

Special Notes:

- ✓ Attendance, grades, and discipline records will be taken into consideration to determine if the Educational Trip is granted.
- ✓ All school work and tests missed during the approved trip must be made up. The **student** is responsible for initiating the process of making up the work missed.

ASSIGNMENTS:

Elementary Students:

Kindergarten – required to draw a picture of his/her vacation.

1st Grade – required to draw a picture of his/her vacation and one sentence under the picture.

2nd, 3rd & 4th Grade – required to write a daily log (1 or 2 sentences for each day he or she was on vacation).

The required assignment must be submitted to the office within (3) days upon the return from the trip. Failure to complete or submit the required assignments will result in days becoming unlawful (Gr. K-4). Students are only allowed 3 unlawful days per school year.

Middle School Students:

A handwritten report will be required explaining the educational experiences encountered by the student(s) during the trip. A copy of the report must be submitted to the building principal within (3) days upon completion of the trip. Failure to complete or submit the required assignments will result in days becoming unlawful. Students are only allowed 3 unlawful days per school year.

High School Students:

Upon approval of the trip, the student will be required to collect a list of assignments from each teacher and a signed permission form. Permission forms will only be issued from the high school office when a complete list of assignments has been collected by the student.

Complete the attached form and submit it to the appropriate office. A form must be completed for each student involved in the educational trip. Keep this page of the form as a reminder of the work required upon return and the timeline that must be followed both before and after the trip.

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DATE OF REQUEST: _____ GRADE: _____ HOMEROOM: _____

STUDENT NAME: _____

The above student will be absent from school from _____ to _____.
(Enter Day and Date) (Enter Day and Date)

_____ Total number of absences on this Request for Educational Trip.

DESTINATION: _____

1. Indicate specifically how the student will benefit educationally from this trip.

2. Explain why this trip could not be taken on days when school is not in session.

Supervisor(s) Information during Education Trip (If different than Parent or Guardian):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Parent/Guardian Information:

Signature: _____ Date: _____

Children in other district buildings will have this identical request for an Educational Trip.

Approved Not Approved

Building Principal Signature

Date

Approved Not Approved

Superintendent

Date

cc: Teacher
Student File

Revised July 11, 2017