

# UPPER DAUPHIN AREA SCHOOL DISTRICT

## REQUEST FOR EDUCATION TRIP OR TRIP NOT SCHOOL SPONSORED

(To be completed by a parent/guardian and returned to the Principal's Office two (2) weeks in advance of the absence if student is to be granted an excused absence.)

### **A FORM MUST BE COMPLETED FOR EACH STUDENT.**

NOTE: Maximum 10 days allowed                      DATE: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_

GRADE: \_\_\_\_\_                      HOMEROOM: \_\_\_\_\_

The above student will be absent from school attendance on \_\_\_\_\_  
(Date/Dates)

to participate in an educational tour or trip provided during the school term at the expense of the parents.

DESTINATION: \_\_\_\_\_

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

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

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Name(s) of Adult Supervisor during trip:

_____	(Father)
_____	(Mother)
_____	(Relative)
_____	(Guardian)
_____	(Other)

Please list below the name, grade, and building for any brothers/sisters in the Upper Dauphin Area School District also going on this trip:

Name(s)	Grade	Building
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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.

**For Elementary School Students**

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

First grade student – required to draw a picture of his/her vacation and one sentence under the picture.

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

A copy of the pictures or daily log must be submitted to the office by \_\_\_\_\_ (3 days upon return from the trip). Failure to turn in item requested may result in days becoming unlawful (Gr. 1-4) or unexcused (Kindergarten). Students are only allowed 3 unlawful days per school year.

**For 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 at the completion of the trip.

**For High School Students**

Each teacher will submit a list of assignments for the time to be missed and sign a permission form for the individual student. Permission forms will be issued from the high school office when the trip is approved.

\_\_\_\_\_ Date of Application      \_\_\_\_\_ Parent’s Signature      \_\_\_\_\_ Telephone Number

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved      \_\_\_\_\_ Building Principal      \_\_\_\_\_ Date

cc: Teacher  
File

Comments: