

**EASTERN LANCASTER COUNTY SCHOOL DISTRICT
New Holland, Pennsylvania 17557**

EDUCATIONAL TRAVEL FORM

The School District recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents or guardian of the students involved, students may be excused from school attendance to participate in educational tours or trips, when such trip is so evaluated by the Superintendent or designee. Student participants therein are subject to direction and supervision by school-approved adult persons.

The determination of each request will be made on the following: prior attendance records, previous requests, frequency of such requests, and the educational value of the requested experience.

This form should be submitted 5 days prior to the date of departure. It is to be understood by each student and parent that class work missed during the period of absence will be made up. Students will generally be limited to five (5) days of educational travel. A separate form should be signed for each student within the Eastern Lancaster County Schools.

Make up work is due upon the return to school!

TO BE COMPLETED BY PARENT:

Name of Student _____

School _____ Grade _____ Teacher Name _____

Dates of Proposed Absence _____

Other Family Members Attending ELANCO (name and school) _____

Proposed Itinerary _____

Parent's Signature _____ Date _____

TO BE COMPLETED BY SCHOOL:

Number of Educational Travel Days Taken This Year _____ Number of Days Absent This Year _____

Principal's Signature _____

_____ EXCUSED _____ UNEXCUSED

COMMENTS _____