

James Buchanan High School

The Mission of James Buchanan High School is for All Students to Achieve a High Level of Success.

REQUEST FOR APPROVAL OF AN EDUCATION TRIP

The Pennsylvania Department of Education allows local school districts to approve absences legally for the purpose of educational trips. In order that a fair appraisal may be given for requests for approval, the parent or guardian is asked to give a brief statement regarding the nature of the trip and its anticipated educational value. Trips should be limited to **10 school days maximum** per year pending the amount of days absent prior to the date of your trip. Upon the student's return to school, all work must be completed by the end of one week (5 school days). The student must notify his/her teachers no less than one week in advance by completing the following form. **This form needs to be handed in at least 2-5 days prior to the trip date.**

STUDENT'S NAME: _____ GRADE: _____ HOMEROOM: _____

DATE(S) OF TRIP: From _____ to _____

DESTINATION: _____

STATEMENT REGARDING THE EDUCATIONAL VALUE:

DATE

SIGNATURE OF PARENT/GUARDIAN

The following form should be completed by the students and his/her teachers. At the end of the day, the student should submit the completed form to the office for approval prior to the trip.

SUBJECT	TEACHER'S INITIALS	ACADEMIC STANDING (PASSING/FAILING)	APPROVAL/ DISAPPROVAL	COMMENTS
Homeroom				
PD.1				
PD.2				
PD.3				
PD.4/5				
PD.5/6				
PD.6/7				
PD.7/8				
PD.9				
PD.10				

APPROVED _____ DATE _____

DENIED _____ DATE _____

REASON _____ DATE _____