

Mercersburg Elementary School

Educational Trip Form Request

2019-2020



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 to be processed, please provide a brief description of the potential educational value the student will gain. Approval must be obtained prior to student absence.

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Student's Name _____ Grade _____ Teacher _____

Date(s) of Absence _____

Destination _____

Description of Educational Value Trip _____

Date _____ Signature of Parent or Guardian _____

FOR OFFICE USE ONLY

Number of Educational Trips for this student, this year _____

Building Principal's Recommendation Approval _____ Disapproval _____

Date _____ Principal's Signature _____

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Return to Parent/Guardian

The request for approval of an educational trip for _____

Date(s) of absence _____ Destination _____

has been Approved _____ Denied _____

NOTE: Missed work needs to be made up at the discretion of the classroom teacher