



EASTERN LANCASTER COUNTY SCHOOL DISTRICT EDUCATIONAL TRIP REQUEST

A student will be permitted to take educational trips, not to exceed a total of five (5) school days, and receive an excused, prearranged absence provided parents/guardians comply with program requirements. When an educational trip is planned which will require a student to be absent from school, an Educational Trip Request Form should be completed and returned to the office at least 2 days prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused/unlawful daily absences for those days absent. (School Board Policy 204 Attendance)

PLEASE NOTE:

1. **Educational trips will not be approved during PSSA, Keystone, midterm or final testing periods.** This restriction also pertains to any other state-mandated testing windows that may arise in the future. PSSA and Keystone test dates change annually. Please check with your building office for testing dates.
2. **“Take Your Child to Work”** day is considered an educational trip for which a form must be completed and pre-approved.
3. Educational trips shall only be approved absences **during the first or last ten (10) school days**, if the following criteria are met:
 - a. The parent/guardian must consult with the student’s principal and/or teacher(s) and prepare a written plan outlining how the student will gain important understandings and complete required assignments. The parent/guardian’s written plan must be attached to the educational trip request submitted one week prior to the trip.
 - b. If applicable, the parent/guardian must ensure all end-of-school year obligations are met, such as: return of all texts and school property, payment of library fines, and the clean out of student locker and/or desk.

AN EDUCATIONAL TRIP FORM MUST BE COMPLETED FOR EACH CHILD. PLEASE HAVE YOUR CHILD/CHILDREN RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE AT LEAST 2 DAYS PRIOR TO YOUR TRIP.

Student Name: _____

Number of days student will be absent from school: _____ Dates of requested absence: _____

Destination:

I certify the above information to be correct:

Signature of Parent/Guardian: _____

ELEMENARY SCHOOL Grade: _____ Building: _____ Room #: _____ Teacher: _____

Grades 7-12 ONLY – Before form is submitted, teachers should initial to indicate students received assignments. The trip will not be approved without teachers’ initials.

MIDDLE SCHOOL Grade: _____ Humanities: _____ Language Arts: _____ Math: _____

Science: _____ Social Studies: _____

HIGH SCHOOL Grade: _____ Block 1: _____ Block 2: _____ Block 3: _____ Block 4: _____

Office Use Only:

Number of Educational Travel Days / Days Absent this year: _____ / _____

Date(s) Approved: _____ Date(s) Disapproved: _____

Principal Signature: _____