

## State College Area School District Educational Trip Request

For educational trips, including partial days, parents will need to complete and submit this form to the main office. After submitting this Educational Trip Request form, the attendance secretary will give the student an educational trip form that requires signatures from their teacher(s). The student must return this form, with the required signatures, to the Main Office one day prior to the scheduled trip otherwise the absence will be unexcused. Unexcused absences will result in the inability to make-up missed work.

The educational trip guidelines, that are not school sponsored, are as follows:

- A determination by the principal that the trip is educational and excusable.
- Advance notification of education trips. Parents/guardians must request approval prior to the trip; otherwise, there may be inadequate time to provide assignments.
  - For trips of **four (4) or more days**, parents/guardians are asked to notify the school with at least **two (2) weeks advance written notice**.
  - For trips of **three (3) or less days**, parents/guardians are asked to notify the school with at least **three (3) days advance written notice**.
- A total of ten days in an academic year will be excused for educational trips. Because of the importance of class attendance, the school district does not recommend lengthy student absences whether excused or unexcused. Additional absences for trips (beyond 10 days) will be unexcused unless an exception is granted by Central Office administration.
- The appropriateness of assignments given will be determined by the teacher and the principal. Teachers may require such assignments as math, written logs, reading, and/or written reports.
- Any exceptions to this policy due to extenuating circumstances must be approved by the Assistant Superintendent. Excusal of prolonged absence will be considered case-by-case.
- Parents are responsible for following up with the child's teachers for assignments prior to the trip.

Student Name: \_\_\_\_\_ Homeroom (if known) \_\_\_\_\_

Student Number (if known) \_\_\_\_\_

This form must be submitted to each child's school. Please list other children below:

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Sibling Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Dates of trip: From \_\_\_\_\_ to \_\_\_\_\_ Number of school days \_\_\_\_\_  
Total number trip days to date \_\_\_\_\_

Description of trip:

---

---

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Principal: \_\_\_\_\_ Date \_\_\_\_\_

(FORM MUST BE SUBMITTED IN HARD COPY with original Parent/Guardian signature)