State College Area School District  
Educational Trip Request

Because of the importance of class attendance, the school district does not recommend lengthy student absences whether excused or unexcused. The policy for Educational Tours and Trips, that are not school sponsored, is as follows:

- A determination by the principal that the trip is educational and excusable.
- Advance notification of education trips. Parents must request approval two weeks prior to the trip; otherwise, there may be inadequate time to provide assignments.
- A total of ten days in an academic year will be excused for educational trips. Additional absences for educational trips will be unexcused.
- 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.
- An exceptions to this policy due to extenuating circumstances must be approved by the Director of Secondary Education. Excusal of prolonged absence will be considered on an individual basis.
- It is the parent’s responsibility to follow up with the child’s teacher(s) 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_______
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)