

State College Area School District
Educational Trip Request – Houserville/Lemont Elementary

Student's Name _____ Homeroom _____ Date _____

Dates of trip: from _____ to _____ Number of school days missed _____

Trip Description _____

Signature of Parent/Guardian _____

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.
- Any exceptions to this policy due to extenuating circumstances must be approved by the Assistant Superintendent. Excusal of prolonged absence will be considered on an individual basis.

I. This section will be completed by the child's teacher(s) and will be forwarded to the principal.

Will assignments be given to student to complete while on the trip?

Yes _____ No _____

If yes, list anticipated assignments and date they must be submitted after the trip-

Signature of teacher(s)- _____ Date _____

II. This section to be completed by the principal.

Total number of days student has been absent for education trips to date: _____

Total days absent for this trip: _____

Signature of Principal- _____ Date _____
