



EDUCATIONAL TRIP REQUEST FORM

Permission is requested for the students(s) listed below to be granted an excused absence from school to participate in an educational trip. All students and all schools, if several are involved, must be listed. Please complete the following information for the trip with teacher signatures.

A student will be permitted to take up to five (5) school days per school year. All days beyond five will be recorded as unexcused. A letter from a building administrator will be mailed to parents for 3 or more unexcused absences. This form MUST be received at least three days prior to the trip.

*****Trips during the state testing days will NOT be approved (Keystones, PSSA, etc.)*****

1. STUDENT(S) NAME:	<u>Grade</u>	<u>Room #</u>	<u>Vo-Tech (Y/N)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. DATE(S) OF ABSENCE FROM SCHOOL:

3. TRIP ITINERARY AND EDUCATIONAL VALUE FOR THE STUDENT(S):

_____	_____
Signature of Parent/Guardian	Date of Request

Teacher Initials	_____	_____	_____	_____	_____	_____	_____	_____
for class periods	1	2	3	4	5	6	7	8
(YBMS/BSHS only)								

***** OFFICE USE ONLY *****

Total Educational Days taken before this request: _____

_____ # Days Excused _____ # Days Unexcused

Administrator's Signature _____

REASON(S) (if not approved): _____