



### Parent Sponsored Educational Trip

The parent/legal guardian must complete a written request at least **two (2) weeks** prior to the trip and submit to the CEO or designee for approval. The CEO or designee shall only **approve one (1) educational trip per student per school year**. The trip may not **exceed ten (10) school days**. **These absences will count towards the ten (10) parental excused absences as outlined in the PA attendance laws.**

Approval may be denied for reasons such as during the standardized testing window, student identified as truant or habitually truant, and trips taken without prior approval. Please refer to the Family Information Guide for complete guidelines on Parent Sponsored Educational Trips.

<b>Student Name:</b> _____		<b>Teacher Name:</b> _____
<b>Dates of Trip:</b> _____	<b>Number of School Days to be Missed:</b> _____	<b>Destination:</b> _____
<b>Educational Components of Trip- places you will visit, subjects that will be studied:</b>		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

OFFICE USE ONLY:		
<b>Date Received:</b> _____	<b>Total Excused Absences to Date:</b> _____	<b>Total Unexcused Absences to Date:</b> _____
<b>Number of Days to be Missed on this Trip:</b> _____	<b>Total Absences (including days on trip):</b> _____	<b>Number of Days Approved for this Trip:</b> _____
<b>Approved by:</b> _____		<b>Date:</b> _____

**COPY TO:**

<b>Student File:</b> _____	<b>Teacher Copy:</b> _____	<b>Copy to Parent:</b> _____ <b>Date:</b> _____
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