

PENN CAMBRIA SCHOOL DISTRICT

EDUCATIONAL TRIP REQUEST APPROVAL FORM

****NOTE – These days count toward the student’s absences.

This form is for prior approval of absences (must be submitted before the trip)
in order to count as excused absences.

STUDENT’S NAME _____

SCHOOL _____ GRADE _____

PARENT/GUARDIAN _____

ADDRESS _____
Street City State Zip Code

Phone Number

DESTINATION/REASON FOR REQUESTING TRIP DURING THE SCHOOL TERM:

EDUCATIONAL BENEFITS STUDENT WILL RECEIVE:

DURATION OF TRIP _____ to _____ Total # of days _____
Month/Day/Year Month/Day/Year

BOARD POLICY #204 – ATTENDANCE governs the approval or non-approval of trips.
Both student(s) and parent(s) are responsible to acquaint themselves with this policy and comply accordingly. (See policy 204 AR statement on reverse side of this form.)

I affirm that I have read, and I understand the provisions of the board policy governing educational tours and trips.

Date

Parent/Guardian’s Signature

Date

Principal’s Signature

Requests for educational tours and trips will be considered as excused absences if prior approval is requested and granted by the respective principal and the duration and frequency do not interfere with the student's educational progress. Any educational tours and trips for which prior approval is not obtained may be considered as unexcused. A student who is chronically absent may be denied.

No more than ten (10) days of educational trip requests per school year will be approved.