



SHIPPENSBURG AREA SCHOOL DISTRICT EDUCATIONAL TRIP FORM

It is strongly recommended this completed form be submitted at least five (5) days prior to the absence.

SASD Policy 204 - Trips of educational value to students that are not school-sponsored field trips will be excused absences if they meet the following criteria:

1. The student's participation has been approved by the administrator or designee.
2. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the administrator or designee.
3. Any request denied by the building principal may be appealed to the superintendent or designee upon request of parent/guardian.
4. The student will be responsible for making up any work missed during the period of absence.
5. Up to ten (10) days total per school year will be permitted as excused absences, including educational trips.

Please print:

School Building

Today's Date

Student's Name

Grade

Address

Dates of Absence

1 Reason for absences: _____

2. Please write a detailed description of the itinerary and educational value of the trip on the back of this form or attach as a separate page.

3. Explain why this activity can only be visited or participated in during school hours.

4. My child will be accompanied/supervised by: _____

Parent/Guardian Name (Printed)

Signature of Parent/Guardian

Phone Number: _____

It is recommended the completed form be submitted to the building office at least 5 days prior to the absence.

FOR HIGH SCHOOL GRADES 9-12 ONLY: Have all your teachers initial this form before returning it to the office.

Block 1 _____

Block 2 _____

Block 3 _____

Block 4 _____

OFFICE USE ONLY:

Approved _____

Denied _____

Date _____

Reason for being denied: _____

Administrator's Signature _____

