



## 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 administration or designee.
2. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the administration 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 per school year will be permitted as excused absences.

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
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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 _____
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**OFFICE USE ONLY:**

Approved _____	Denied _____	Date _____
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Reason for being denied: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

