



Waynesboro Area School District

Elementary Educational Trip Form



This request should be submitted at least **10 days** prior to the requested dates of departure.

The PA Department of Education allows local school districts to approve absences legally for the purpose of educational trips. In order that a fair appraisal may be given to requests, the parent or guardian is asked to give a brief statement regarding the nature of the trip and its anticipated educational value. **Trips should be limited to five (5) school days per year, unless special circumstances warrant otherwise.** Upon the student's return to school, all work must be completed by the end of one week (5 school days). The student should notify his/her teachers ten (10) school days in advance by following the steps listed below. **A separate form must be completed for EACH STUDENT requesting leave.**

Teacher: _____ Date: _____

Student: _____

Building: _____ Grade: _____

Other family members requesting leave:

Name: _____ Building: _____

Dates of Trip: _____

Destination: _____

Specific places and activities of educational value:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Total number of excused days for **PRIOR educational tours and trips** during the current year: _____

Total number of days absent this school year: _____

Parent's Signature: _____ Date: _____

For Office Use Only



_____ **Approved** _____ **Approved But Not Recommended** _____ **Denied**

Comments _____

Principal's Signature: _____ Date: _____

Assistant Superintendent Signature: _____ Date: _____