



# Waynesboro Area School District

## Secondary Educational Trip Form



This request should be submitted at least **10 days** prior to the requested dates of departure.  
This form must be completed for **EACH STUDENT** requesting leave.

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.

Student: \_\_\_\_\_ Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Total number of excused days for **PRIOR** educational tours and trips during the current year. \_\_\_\_\_

**Total** number of days absent this school year. \_\_\_\_\_

Specific places of educational value to be visited:

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

Other activities of educational value:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Step 1: Take form home to parents.

Step 2: Take form to all his/her teachers. Please complete the following form and have student submit to principal for approval ten (10) days prior to trip.

Subject	Teacher Initials	Current Grade	Additional Comments

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use Only***



\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Approved But Not Recommended**                      \_\_\_\_\_ **Denied**

Comments \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_