

MONTOUR SCHOOL DISTRICT
NON-SCHOOL SPONSORED EDUCATIONAL TRIP
PARENT REQUEST FORM

Upon receipt of a written request from the parents of the student involved, the student may be excused from school attendance to participate in an educational trip provided it is at the expense of the parents and the trip is determined to be of educational value by the Superintendent or designee.

ALL EDUCATIONAL TRIPS SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

- A. Educational trips will be considered for approval if it is determined that such a trip will be of educational significance to the student. In order for such a determination to be made, the parent shall provide a written request for excusal on the enclosed form provided by the district which shall indicate the number of days to be missed, the destination of the trip, and the reason why the trip could not have been taken on days when school was not in session.
- B. Requests shall be made at least two weeks prior to the trip.
- C. Unless there are extenuating circumstances, such trips shall be limited to a maximum of five (5) school days per school year. Any other day(s) missed shall be classified as unlawful or unexcused and the student shall forfeit the privilege of making up the work.
- D. Such trips shall not be granted during the final two weeks of school or prior to school vacations unless specifically granted by the District Superintendent or his designee due to unusual family circumstances.
- E. An Educational Trip Request form shall be completed for each student who will be participating in the trip. It shall be returned to the student's building Principal.
- F. All missed school work is to be made up by the student. All teachers shall be notified by placing their signature on the educational trip form prior to the student's absence. The signature is not an indication of approval but only of notification. At that time a mutual agreement between the teacher and the student shall be made concerning the work missed during the absence of the student.

It is not the intent of the attendance guidelines and policy to grant excused absences for trips to local points of interest, attendance at sporting events, hunting or fishing trips, shopping trips, limited family functions, or solely to accompany the family on vacation. Violation of the Compulsory School Laws of Pennsylvania shall leave the parent subject to prosecution.

MONTOUR SCHOOL DISTRICT
NON-SCHOOL SPONSORED EDUCATIONAL TRIP
PARENT REQUEST FORM

Student Name: _____

School: _____

Grade: _____

Date of Request: _____

Parent/Guardian: _____

Destination of Trip: _____

Trip Start Date: _____ Trip Return Date: _____

Total Number of School Days Missed: _____ Homeroom: _____

Educational value of trip: _____

Reason why trip cannot be taken when school is not in session: _____

I have read and understand the Montour School District's policy concerning educational trips. I hereby accept all responsibility and conditions of approval for my child's absence from school during this period of travel.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email: _____

The Educational Trip is: ___ APPROVED
 ___ DISAPPROVED

Administrator Signature: _____ Date: _____

