

## Educational Trip Form Chestnut Ridge School

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

Home Address: \_\_\_\_\_

Dates of trip: \_\_\_\_\_

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

The PA Department of Education allows local school districts to approve absences legally for the purpose of educational trips. However, a review of the students attendance record will be taken into consideration. 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 on the reverse side of this form. 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 the following steps listed below:

- **Step 1: Take form home to parents.**
- **Step 2: Take form to all his/her teachers ten (10) days prior to trip.**
- **Step 3: Return form to appropriate building principal.**

Period	Subject	Teacher's	Academic Standing (Grade)	Additional Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				

Final approval or disapproval is at the discretion of the principal and/or superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

To be completed by Office

Date

Approved

Denied

\_\_\_\_\_  
Principal's Signature

Date

Approved

Denied

\_\_\_\_\_  
Superintendent's Signature