TULPEHOCKEN AREA SCHOOL DISTRICT

FAMILY TRIP REQUEST

THE FOLLOWING PROCEDURE MUST BE FOLLOWED WHEN A STUDENT WILL BE ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP

1. Parent must speak to the child's teacher and explain the nature, time period and purpose of the trip.
2. The bottom portion of this form should be completed and returned to the office at least ten (10) school days prior to the trip.
3. Students must secure assignments and classroom obligations prior to the trip. They must make up all work that is missed. Students shall have two (2) days to complete all past assignments. Students may be required to complete a written report and submit it to the teacher prior to having the trip excused. The report is to be submitted within two (2) weeks upon the child's return to school.
4. Failure to get pre-approval may result in the absences being declared unexcused or unlawful.
5. Permission MAY NOT be granted for trips during the district's standardized testing period, the state's testing periods and the secondary school examination periods.

***** NOTE:*** Approval of educational trips is at the administration's discretion based upon a student's attendance, discipline and academic records. No more than five (5) days per school year are approved for an educational family trip. Any days beyond the maximum of five (5) days will be considered unexcused or unlawful. If the trip is going to exceed five (5) days or you have exceeded your maximum of five (5) days, a written request for approval must be submitted to the Superintendent or designee.

_____ _____ _____

Student's Name Grade Homeroom Teacher

_____ _____

Trip Dates Destination

Please give a brief description of the "Educational Family Trip" _____

_____

_____

_____ _____

Parent Signature Date

FOR OFFICE USE ONLY

____ Trip Approved _____ Trip denied because_____

_____

_____ _____

Administrator Signature Date