

NON-SCHOOL SPONSORED EDUCATIONAL TRIPS

Revised 7-8-14

Students may be excused from school for non-school sponsored educational trips, for example, to attend a conference or to go on a trip with a parent/guardian. **Such absences will not be subject to the penalties for truancy if the administration has approved the trip before it occurs. To be excused, students must submit the completed form ONE WEEK prior to the trip.** The request must include the destination, date of departure, date of return and a brief statement explaining the trip and its educational benefits to the student. The student must be under the supervision of the parent or an adult person acceptable to the parent. The completed request form is submitted to the building principal, who in turn submits it to the Superintendent for his/her approval or disapproval. Parents/guardians will be notified by telephone or letter as to whether the educational trip is approved or denied.

IMPORTANT CONDITIONS THAT SHALL APPLY – PLEASE NOTE:

- ❖ The trip must be of educational value and not merely a matter of convenience to the parent/guardian or student.
- ❖ Educational trips may not be approved if they conflict with finals, achievement tests, PSSA's (state assessments), or any other school event during which the Superintendent deems attendance is necessary.
- ❖ Students will be **limited to a maximum of five (5) days** per school year for educational trips.
- ❖ Students must collect all academic work before leaving on the trip. All make-up work must be completed by the end of the 2nd day the student has returned.

Date: _____

Name of the Student: _____ Homeroom: _____ Grade: _____

School attending: Allegheny-Clarion Valley High School _____ Allegheny-Clarion Valley Elementary School _____

Parent/Guardian Name: _____

Address: _____ Telephone No: _____

Trip/Tour Destination: _____

Day of Departure: _____ Date of Return to School: _____

Write a brief statement explaining the trip or tour and its educational benefits to the student:

Will the student be under the direction and supervision of an adult acceptable to you as a parent/guardian? Yes ___ No ___

Date received by the Attendance Officer: _____

Signature of the Parent/Guardian

Date received by the Principal: _____

Recommended for Approval: YES ___ NO ___

Reason for **not** approving this trip request: _____

Approved or Disapproved by Superintendent: _____

Reason for **not** approving this trip request: _____