



SHIPPENSBURG AREA SCHOOL DISTRICT EDUCATIONAL TRIP FORM

_____	_____
School	Today's Date
_____	_____
Student's Name	Grade
_____	_____
Address	Dates of Absence

- Reason for absences: _____
- Please write a detailed description of the itinerary and educational value of the trip on the back of this form or attach as a separate page.
- Explain why this activity can only be visited or participated in during school hours.
- My child will be accompanied/supervised by: _____

_____	_____	_____
Parent/Guardian Name Printed	Signature of Parent/Guardian	Phone Number

It is recommended the completed form be submitted to the building office at least 5 days prior to the absence.

FOR HIGH SCHOOL GRADES 9-12 ONLY: Have all your teachers initial this form before returning it to the office.

Block 1 _____	Block 2 _____	Block 3 _____	Block 4 _____
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OFFICE USE ONLY:

Approved _____	Denied _____	Date _____
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Reason for being denied: _____

Administrator's Signature _____

SASD Policy #204 - Trips of educational interest to students will be excused if they meet the following criteria:

- The parent/guardian submits a written request for excusal prior to the absence.
- The student's participation has been approved by the superintendent or designee.
- The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the superintendent or designee.
- Any trip request denied by the building principal may be appealed to the superintendent or designee upon request of parent/guardian.
- The student will be responsible for making up any work missed during the period of absence.

#2 Itinerary:

#3 Explanation:
