

GREENCASTLE-ANTRIM SCHOOL DISTRICT

Request for Approval of an EDUCATIONAL TRIP

The Pennsylvania Department of Education allows local school districts to approve absences legally for the purpose of educational trips. So that a fair appraisal of a request for an educational trip can be made, the parent or guardian is required to give information regarding the nature of the trip and its anticipated educational value five (5) school days prior to the trip. Educational trip days should not exceed ten (10) days per school year. These days will be recorded as excused absences from school. It will be the responsibility of the student/parents to request any assignments two (2) days prior to the trip.

Please submit a separate form for each student to the appropriate school.

Student's Name \_\_\_\_\_ Student's School  GAPS  GAES  GAMS  GAHS

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Date(s) of Trip: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Destination(s): \_\_\_\_\_

Educational Value:

- 1) \_\_\_\_\_
2) \_\_\_\_\_
3) \_\_\_\_\_
4) \_\_\_\_\_
5) \_\_\_\_\_

Signature of Parent/Guardian

Date

FOR OFFICE USE ONLY

Number of Educational Trip Days This Year \_\_\_\_\_
(including current request)

Approved Denied

Signature of Administrator

Date

RETURN TO PARENT/GUARDIAN \_\_\_\_\_

The request for approval of an Educational Trip for \_\_\_\_\_ Grade \_\_\_\_\_ HR \_\_\_\_\_

on \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_\_

has been Approved Denied.

Signature of Administrator

Date