

# Southmoreland School District

## Educational Field Trip/Vacation Request Form



PLEASE READ: Student absences from school resulting from family vacations with an educational value will be granted **ONE (1) time per year for no more than five days.** If the student is absent more than allowable, the absences will be marked **UNEXCUSED.** Permission **MUST** be submitted **at least 5 (five) school days prior to departure.** Prior to taking the trip, approval must be granted by the school principal. If prior approval is not granted, the absence will be considered unlawful. The student and parent/guardian must indicate the school days to be missed, the destination of the trip, and the educational value of the trip. Students are responsible for all missed academic work. All academic work shall be completed within the time period not exceeding the number of days absent as a result of the trip. Parents are asked to check the school calendar before requesting to take students out of school. Major exam days should be avoided. Parents are also reminded that these pre-approved trips are counted in your ten (10) day limit of excused absences per school year. If more than one child in a family will be taking the trip, a separate request for each child shall be submitted to each child's principal.

Student Name \_\_\_\_\_ Building \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom #/Teacher \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Please give a brief summary explaining the location, reason & educational value of this trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This section **MUST** be completed prior to approval:

Period/Class	Teacher's Signature	Assignment(s)	Due Date

\*STUDENT IS RESPONSIBLE FOR ALL WORK MISSED\*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

**FOR SCHOOL OFFICE USE**

Excused/Unexcused absence total before trip: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

**APPROVED**

**NOT APPROVED**