

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED: December 16, 2014

## 204-AR-3-FORM. REQUEST FORM FOR EDUCATIONAL TRIPS

Dear Parent/Guardian:

The district believes that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a nonschool-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204, Attendance and the corresponding Administrative Regulations.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Sincerely,

Principal

**PENN MANOR SCHOOL DISTRICT  
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL  
FOR A PRE-PLANNED EDUCATIONAL TRIP**

**DIRECTIONS:**

1. Complete a form **for each student**.
2. Student should have the Preplanned Absence Assignment Sheet completed before taking the trip.  
(Attached to this form.)
3. Return the completed form to the building principal's office in advance of the tour or trip. Preferably five school days in advance.

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

Names of children in your family attending other Penn Manor Schools who are planning to take same trip:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School \_\_\_\_\_

Date(s) of proposed absence \_\_\_\_\_ to \_\_\_\_\_ Total school days \_\_\_\_\_

Person(s) supervising student(s) during this absence:

Name \_\_\_\_\_

Address \_\_\_\_\_

Itinerary of trip - Include activities which will provide the child with educational experience:

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I have read the school policy and guidelines on the back of this form and am aware of the responsibilities, which I have assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy and guidelines.

Date \_\_\_\_\_ Parent(s) Signature \_\_\_\_\_

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**FOR SCHOOL USE ONLY:**

Prior Requests Dates

Determination: Approved \_\_\_\_\_ Conditional Approval \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments:

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Date \_\_\_\_\_ School Official \_\_\_\_\_