

WHITEHALL-COPLAY SCHOOL DISTRICT

Family Educational Trip Request Form

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Homeroom Teacher: _____ Vo-Tech Notified: ___ Yes ___ No ___ N/A

Date(s) of Absence: _____ to _____
Month/Day/Year Month/Day/Year

Number of School Days to be Missed: _____ Date of Request: _____

Previous Requests for Educational Trips: (current school year) _____

SCHOOL DISTRICT POLICY:

- Educational trips are limited to 7 school days per year. Any days missed for travel beyond the 7 days of absence will be illegal days if the student's age is 16 or younger, and unexcused days if the student is 17 or older.
- All work missed must be completed by the student within 5 days upon returning to school.
- The student is responsible for contacting the teacher to request school work and for satisfactorily completing all work missed during his/her absence.
- This form must be submitted to the office at least 10 school days prior to departure. If the form is not submitted prior to the trip, the days will be considered illegal.

In order for an absence to be considered an "Educational Trip", the trip must provide exposure to locations or events which will support the district's curriculum.

Parent/Guardian must complete the following questions:

1. What is the destination of your child's trip? _____

2. What specific educational sites will be explored/visited? _____

3. What do you expect your child to learn from the trip? _____

Parent Signature: _____ Date: _____

(This section for office use only)

Authorization: ___ Yes ___ No

Principal Signature: _____ Date: _____