



**CHAMBERSBURG AREA SCHOOL DISTRICT  
EDUCATIONAL TRIP REQUEST FOR SECONDARY STUDENTS**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Home Address: \_\_\_\_\_

**DATES OF TRIP:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**\*\*PARENTS, PLEASE COMPLETE A BRIEF STATEMENT REGARDING THE EDUCATIONAL VALUE OF THIS TRIP ON THE BACK OF THE WHITE FORM.**

Prior number of excused days for educational tours & trips during the current year \_\_\_\_\_

Other family members requesting leave:

Name

School

\_\_\_\_\_  
\_\_\_\_\_

The PA Dept. of Education allows local school districts to approve absences legally for the purpose of educational trips. In order that a fair appraisal may be given to requests, the parent or guardian is asked to give a brief statement regarding the nature of the trip and its anticipated educational value. Trips should be limited to five (5) school days per year, unless special circumstances warrant otherwise. Upon the student's return to school, all work must be completed by the end of one week (5 school days). The student should notify his/her teachers ten (10) school days in advance by following the steps listed below:

Step 1: Take form home to parents

Step 2: Take form to all his/her teachers (please complete the following form and student submit to principal for approval ten (10) days prior to trip.

<u>PERIOD</u>	<u>SUBJECT</u>	<u>TEACHER'S INITIALS</u>	<u>ACADEMIC STANDING (GRADE)</u>	<u>ADDITIONAL COMMENTS</u>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____

Final approval or disapproval is at the discretion of the principal and/or superintendent.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

**AN INDIVIDUAL FORM MUST BE FILED FOR EACH STUDENT REQUESTING LEAVE**

To Be Completed By Office

Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Principal's Signature \_\_\_\_\_