

GETTYSBURG AREA SCHOOL DISTRICT

Form 204

A student will be permitted to take educational trips, not to exceed a total of ten (10) days during the school year, and receive excused absences provided the parents/guardians comply with program requirements. It is understood that the student away for an educational trip is responsible for all classwork/activities missed during the days of absence. When an educational trip is planned which will require a student to be absent from school, an Educational Trip Form shall be completed and returned to the school office no later than seven (7) days prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unlawful absences for those days absent. Educational trips shall not be approved for the last ten (10) days of school, for the last ten (10) days of the semester for grades 9-12, or during state testing, because this is a critical time during the educational process for the teacher and student to culminate the total activities of the school year.

Administrative Guideline #204

EDUCATIONAL TOUR AND TRIP APPROVAL REQUEST

Student's Name _____ Teacher/Homeroom _____

Grade _____ School _____

Name(s) of siblings in the Gettysburg Area School District and School/Grade of each:

- 1. _____
2. _____
3. _____

Dates of proposed excused absence _____

Briefly describe the educational merits of the trip or tour. _____

With whom will the student be traveling? Who will be responsible for the student while he/she is away?

Name _____ Phone # _____

This request is to be submitted seven (7) days prior to the trip/tour. I understand the student is responsible for all classwork/activities missed during the days of absence.

Signature of Parent or Guardian

FOR SCHOOL USE ONLY:

Date Received _____ Date Approved _____

Signature of Principal

Comments:

Signature of Superintendent