LEHIGHTON AREA SCHOOL DISTRICT

REQUEST FOR EDUCATIONAL TOUR OR TRIP NOT SCHOOL SPONSORED

(To be completed by a parent/guardian and returned to the Principal's Office one (1) week in advance of the absence if student is to be granted an excused absence.)

_____ _____ will be absent from school on
(Name of Student) *(Building/Grade)*

_____ to participate in an educational tour or trip provided during the school term at
(Date[s] of Absence)

the expense of the parent(s)/guardian(s).

Destination: _____

Indicate specifically how the student will benefit educationally from this trip:

_____

_____

_____

Explain why the trip could not be taken on days when school is not in session:

_____

_____

_____

Name(s) of adult supervisor(s) during trip: _____ ☐ Father

_____ ☐ Mother

_____ ☐ Relative

_____ ☐ Other

Please list below the name(s), grade(s) and building(s) for any sibling(s) in district schools also going on this trip:

Name: _____ Grade: ____ Building _____

_____ ____ _____

_____ ____ _____

Special Note:
All schoolwork and tests missed during the approved trip must be made up. The student is responsible for initiating the process of making up the work missed.

In addition, a daily log listing the educational experience encountered by the student during the trip may be required. A copy of this log, if required, must be submitted to the Building Principal at the completion of the trip.

_____ _____ _____
(Date) *(Parent/Guardian Signature)* *(Telephone No.)*

Approved ☐ Disapproved ☐ _____ _____
(Signature of Principal) *(Date)*